

MEETING NOTICE

A meeting of the
Community Relations Committee
will be held in the Botany Town Hall Meeting Room
Cnr Edward Street and Botany Road, Botany
on **Wednesday 18 April 2018 at 6:30 pm**

AGENDA

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Bayside Council respects the traditional custodians of the land, and elders past and present, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 APOLOGIES

3 DISCLOSURES OF INTEREST

4 MINUTES OF PREVIOUS MEETINGS

- 4.1 Minutes of the Community Relations Committee Meeting - 21 February 20182

5 REPORTS

- 5.1 Research of Events6
- 5.2 Cultural Festival in Arncliffe or Rockdale.....8
- 5.3 Review of Elector Numbers and Ward Boundaries21
- 5.4 Proposed International Jet Ski Event in Botany Bay
18 - 21 October 2018.....25
- 5.5 Markets in Bayside LGA26
- 5.6 Major Event Calendar 2018/201943

6 GENERAL BUSINESS

7 NEXT MEETING

Meredith Wallace
General Manager

Community Relations Committee

18/04/2018

Item No	4.1
Subject	Minutes of the Community Relations Committee Meeting - 21 February 2018
Report by	Vincenzo Carrabs, Head of Communications & Events
File	SC18/42

Officer Recommendation

That the Minutes of the Community Relations Committee meeting held on 21 February 2018 be received and the recommendations therein be adopted.

Present

Councillor Michael Nagi
Councillor Dorothy Rapisardi
Councillor Ed McDougall

Also present

General Manager, Meredith Wallace
Head of Communications and Events, Vince Carrabs

Manager Community Capacity Building & Engagement, Karen Purser
Manager Governance & Risk, Fausto Sut
Coordinator of Events, Kylie Gale
Councillor Andrew Tsounis
Councillor Ron Bezic
Councillor Liz Barlow

The Chairperson opened the meeting in the Meeting Room, Botany Town Hall at 6:00pm.

1 Acknowledgement of Traditional Owners

The Chairperson affirmed that Bayside Council respects the traditional custodians of the land, and elders past and present, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 Apologies

The following apologies were received:

Councillor Scott Morrissey

3 Disclosures of Interest

There were no disclosures of interest.

4 Minutes of Previous Meetings

Nil

5 Reports

5.1 Terms of Reference

Committee recommendation

- 1 That the attached Terms of Reference be received and noted.
- 2 That the schedule of meeting dates be received and noted.

5.2 Major Event Calendar 2018

Committee recommendation

- 1 That consideration of the item be deferred for the next meeting to enable councillors an opportunity to further the proposed events schedule.
- 2 That a report come back to the Committee on the options for providing more food outlets and/or a market type activity along Bay Street during the New Year's Eve (NYE) Fireworks Event.
3. That the Chair of the Committee or his nominee be invited to attend the next briefing with external agencies on the NYE Event.

5.3 Key Focus Areas and Name Change

Committee recommendation

- 1 That the name of the Committee be retained as the "Community Relations Committee" with objectives as previously approved.
- 2 That the Committee maintain the name "Community Relations Advisory Committee" and the key focus areas be as outlined this report and include community engagement, communications and events, customer service and electoral matters.

6 General Business

6.1 Additional Events

Councillor McDougall raised the issue of planned events for the suburbs of Arncliffe and Banksia. Firth Street, Arncliffe and Walz Street, Rockdale were identified as the type of locations that might be considered and the aim of something similar to Lakemba's Eid Festival.

Committee recommendation

That a report come back to the Committee on options for an EID festival including suitable locations.

6.2 Customer Service Update

Councillor Nagi sought a progress report on Council's Customer Improvement Program.

Committee recommendation

That a progress report be provided to the next meeting of the Community Services and Library Advisory Committee on the progress of the Customer Service Improvement Program, including suggested key performance measures and current statistics.

6.3 Standfield Park

Councillor Nagi enquired about the consultation processes and progress on the works at Standfield Park.

Committee recommendation

That a status report on the works at Standfield Park be provided to the next meeting.

6.5 Summary of Actions arising from the Meeting of 21 February 2018

Meeting	Item	Action	Due Date	Responsible Officer
21/2/18	5.2.2	That a report come back to the Committee on the options for providing more food outlets and/or a market type activity along Bay Street during the New Year's Eve (NYE) Fireworks Event.	18/4/18	Head of Communication & Events
21/2/18	5.2.3	That the Chair of the Committee or his nominee be invited to attend the next briefing with external agencies on the NYE Event.	28/2/18	Head of Communication & Events

Meeting	Item	Action	Due Date	Responsible Officer
21/2/18	6.1	That a report come back to the committee on options for an EID festival including suitable locations.	18/4/18	Head of Communication & Events
21/2/18	6.2	That a progress report be provided to the next meeting of the Community Services and Library Advisory Committee on the progress of the Customer Service Improvement Program including suggested key performance measures and current statistics.	21/3/18	Manager Customer Experience
21/2/18	6.3	That a status report on the works at Standfield Park be provided to the next meeting.	18/4/18	Manager City Infrastructure.

7 Next Meeting

The next meeting is to be held in the Meeting Room, Botany Town Hall at 6.30pm on Wednesday, 18 April 2018.

The Chairperson closed the meeting at 7.18pm

Attachments

Nil

Community Relations Committee

18-04-2018

Item No	5.1
Subject	Research of Events
Report by	Kylie Gale, Senior Events Officer
File	F17/1230

Summary

The Committee requested research be undertaken of surrounding events held by a neighbouring Council in regards to sponsorship and Councillor involvement in planning of events.

Officer Recommendation

That the committee note the report.

Background

A meeting was held between Bayside Council and a neighbouring Council to discuss the events of both Councils.

The neighbouring Council reported to have 5 full time staff working on 10 scheduled events and some adhoc events through the year and 1 full time staff working on Citizenship Ceremonies. Other events are handled by the Community Services unit. All marketing is handled by the Communications team. City decorations such as Christmas is managed by the Town Centres officers.

In comparison, Bayside Events unit manage around 30 events plus 10 Citizenship Ceremonies with less staff. The Events team are also responsible for all marketing plans, outdoor flag schedules and decorations across the LGA, in addition to providing expert advice to Community Groups and other internal business units.

It was also reported that the number of events have reduced following the amalgamation when comparing the calendars of the former Councils.

The involvement of Councillors in events is via a Major Events Committee, made up of three Councillors, three community representatives and an officer from the Events team. The involvement of Councillors in events, due to the number of requests, has lead to budgetary blow outs and much additional administrative and logistical work.

Sponsorship was discussed at the meeting. It was discussed that the majority of the costs are paid for by Council and the Sponsorship cash making up around 5-10% of the total cost of the event. The maintenance of sponsors is very time consuming and in many cases can outweigh the benefit. The neighbouring Council sourced nearly all sponsorship from local businesses in and around the event sites, it was noted they have two large business hubs in their LGA.

Attachments

Nil

Community Relations Committee

18-04-2018

Item No	5.2
Subject	Cultural Festival in Arncliffe or Rockdale
Report by	Kylie Gale, Senior Events Officer
File	F17/1230

Summary

The committee requested a Cultural festival during Ramadan be investigated and reported back to the committee.

Officer Recommendation

That the Committee note and endorse the report.

Background

Three options have been investigated for a Cultural festival.

Option 1 – Firth St, Arncliffe
Option 2 – Waltz St, Rockdale
Option 3 – Arncliffe Park, Arncliffe

A proposal of the three options is attached to this report.

It should be noted that Option 3, is the most economical and safe option.

Attachments

2018 Ramadan Proposal [↓](#)

DRAFT

2019 Ramadan Celebration Proposal





Events in Bayside

Bayside Council's relationship with the community is strengthened by directly engaging with local residents and visitors to the area.

Events help develop the area's local identity, celebrating Bayside's strengths and diversity, and showcasing our uniqueness to the broader community with some events increasing visitation into the area.

Council strives to create and manage events in alignment with the broader strategic directions, communication and engagement strategies of Council. Just like advertising or direct promotion of Council activities, events are a key means of communication and interaction with:

- ❖ Local Residents by fostering a sense of pride, creating a place that celebrates cultural diversity, and an inclusive, harmonious and welcoming community as well as recognition for local arts, sports and civic achievements.
- ❖ The Broader Sydney Community by promoting a positive image of the local area and the unique attributes of the Bayside LGA and its community as a destination for cultural tourism.



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

خدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Project Scope

Objectives

- ❖ To deliver a reinvigorated cultural festival to celebrate our local culture
- ❖ To add economic and community social value to the local community and businesses
- ❖ To produce a high quality festival
- ❖ To have high local community and business participation

Event Brief

An evening street festival to celebrate the Bayside Community's diverse culture with a focus on Ramadan celebrations.

The event will feature musicians, street food vendors of various flavours, roving street performers, amusement rides and showcase Council Services.

Proposed Dates

- ❖ Saturday 1 June 2019 or Sunday 2 June 2019
- ❖ Ramadan in 2019
- ❖ Starting Sunday 5 May until Tuesday 4 June
- ❖ Showcase Council Services.





Event Category

Category 3 (medium): An activity that has high impact and medium to low risk upon the community and/or its environment.

Aims and Measurement

Benefits	Measurement Process
<p>Enlivened cultural presence in Arncliffe</p> <p>Revitalised event and enlivened Town Centre in time of a low event activity</p>	<ul style="list-style-type: none"> ✦ Event Surveys & Positive feedback from artists, businesses, participants & community ✦ Increased participation, visitation to Town Centres and arts events ✦ Media Monitoring - Event exposure in local media

Project Management Functions

Key Stages	Deliverable	Estimated Completion
Pre Event Project Planning & Programming	❖ Prepare scope definition	March 2018
	❖ Report to Council	April 2018
	❖ Lodge DA	May 2018
	❖ Prepare project management plan - determine business unit roles & responsibilities & functions of external organisations	June 2018
	❖ Develop Marketing Plan	August 2018
	❖ Develop & distribute sponsorship proposal & business invitation letters	August 2018
	❖ Develop & distribute artist EOI letters	November 2018
Pre Event Operational Functions	❖ Engage contractors and suppliers	June 2018
	❖ Risk Management Plan	November 2018
	❖ EPA – Environmental Protection Plan	November 2018
	❖ TMP – Traffic Management Plan	November 2018
	❖ Distribute Advertising	April 2019
	❖ Confirm artists & stallholders	February 2019
Post Event Review	❖ Review artist/stallholder/contractor/community feedback	June 2019
	❖ Prepare Evaluation/Debrief Report	June 2019

Branding

Option One



Option Two



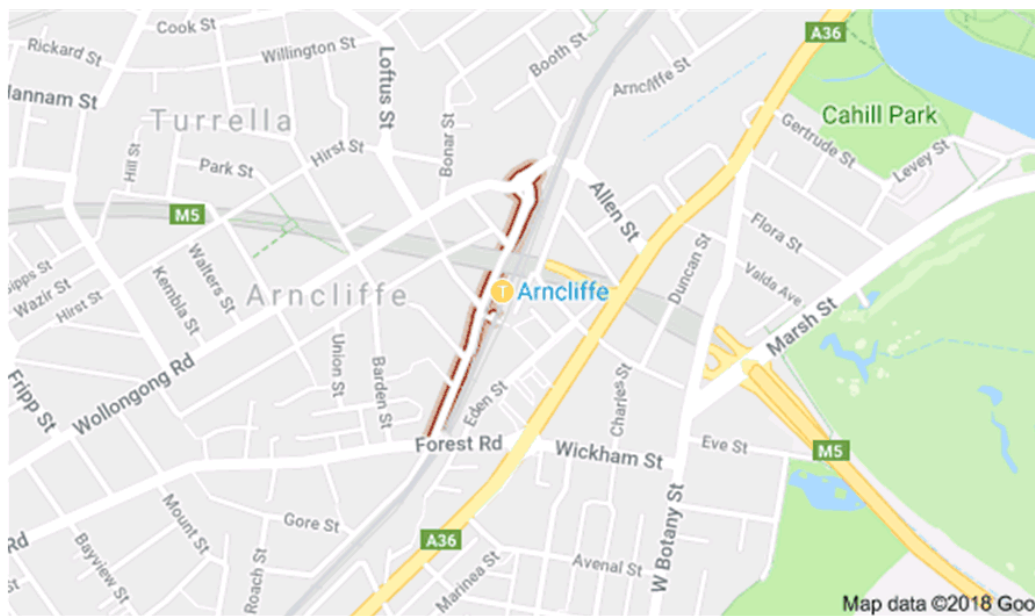
Option Three



Proposed Locations

Option One

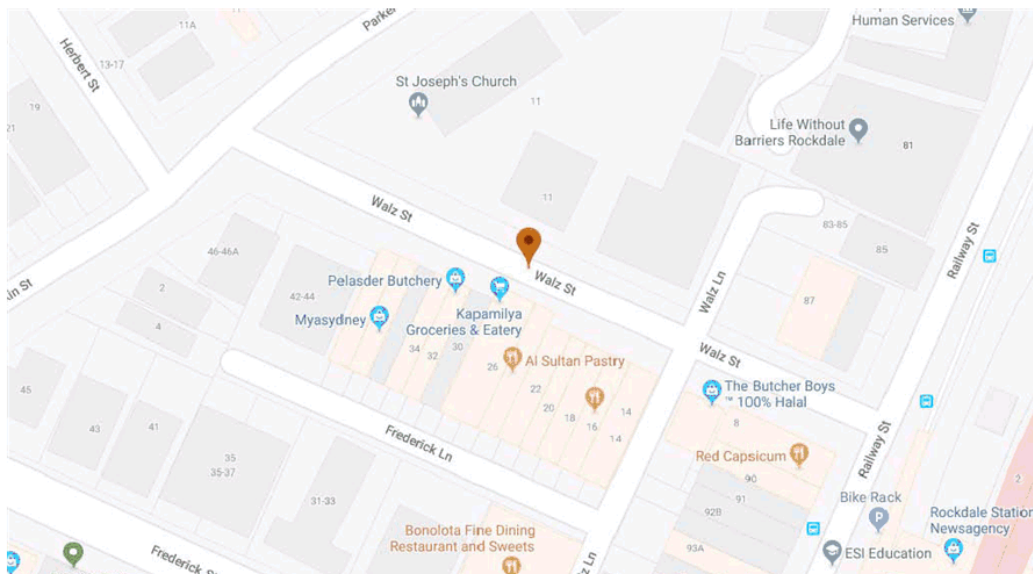
Firth Street in the heart of Arncliffe



Advantages	Disadvantages
Local Business Opportunity	Security issues with event on road
History of Arncliffe Festival	Complex Road Closure Costs
	Additional Delivery charges
	Impact to residents
	All equipment to be supplied
	Extra personal for quick bump in/out
	Loss of Parking for businesses
	Impacts to transport services
	Increased impact to Police resources
	Unlevel surface

Option Two

Waltz Street in the cultural hub of Rockdale

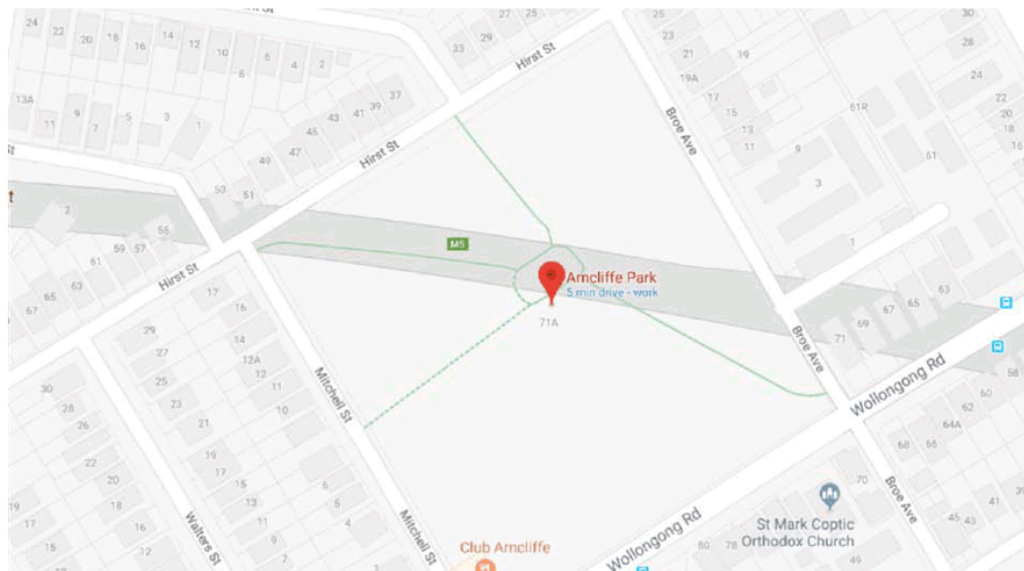


Advantages	Disadvantages
Local Business Opportunity	Security issues with event on road
Simple Road Closure	Road Closure Costs
Minimal residential impact	Additional Delivery charges
Option for Stalls to supply own set up	Impact to residents
	Extra personal for quick bump in/out
	Loss of Parking for businesses
	Some impact to Police resources



Option Three

Waltz Street in the cultural hub of Rockdale



Advantages	Disadvantages
Picturesque surroundings	Locality of existing shops
Toilet facilities	
Minimal residential impact	
Option for Stalls to supply own set up	
Equipment Delivery costs reduced during business hours	
Safer event location, reduced security	
Larger event space , more people & entertainment	
Opportunity to build size of the event	
Minimal impact to Police resources	
Family friendly location - Park, grass for sitting	
Some lighting available in park	
Level site	
No direct competition of shops	
No impact to business parking	

Costs

Option One

Firth Street in the heart of Arncliffe

Item	Cost
Infrastructure (marquees, toilets, generators, lighting)	\$61,000
Road Closures	\$35,000
Personnel (First Aid, Security, Waste, Event)	\$14,000
Marketing	\$14,450
Performers (inc APRA)	\$15,000
Amusement Rides	\$10,000
TMC Closure support (if required)	\$10,000
Income from stalls (15)	-\$1500
Total	\$157,950



Option Two

Waltz Street in the cultural hub of Rockdale

Item	Cost
Infrastructure (marquees, toilets, generators, lighting)	\$61,000
Road Closures	\$15,000
Personnel (First Aid, Security, Waste, Event)	\$10,000
Marketing	\$14,450
Performers (inc APRA)	\$15,000
Amusement Rides	\$10,000
TMC Closure support (if required)	\$10,000
Income from stalls (15)	-\$1500
Total inc stall hire	\$123,950
Total exl stall hire	\$113,950

Option Three

The Picturesque Arncliffe Park in the cultural suburb of Arncliffe

Item	Cost
Infrastructure (marquees, toilets, generators, lighting)	\$51,000
Personell (First Aid, Security, Waste, Event)	\$9,000
Marketing	\$14,450
Performers (inc APRA)	\$15,000
Amusement Rides	\$10,000
Income from stalls (15)	-\$1500
Total inc stall hire	\$97,950
Total exl stall hire	\$87,950



For more information contact the Events Team on 9562 1593
www.bayside.nsw.gov.au



Community Relations Committee

18/04/2018

Item No	5.3
Subject	Review of Elector Numbers and Ward Boundaries
Report by	Cathryn Bush, Coordinator Governance
File	F13/15

Summary

To inform Council of enrolment variations within its ward boundaries, and consequently elector numbers within its wards.

Officer Recommendation

- 1 That no current action be undertaken to alter the current ward boundaries.
 - 2 That ward boundaries, and consequently, elector numbers within its ward be monitored and reviewed as prescribed under the Local Government Act 1993.
-

Background

- 1 Council is required to review its ward boundaries regularly to ensure that the number of electors in any one ward does not differ by more than 10%.

Section 211 of the Local Government Act 1993 requires councils that have their areas divided into wards, to keep elector numbers within the wards under review. This Section further states (subsection 2) that if:

- a during a Council's term of office, the Council becomes aware that the number of electors in one (1) ward in its area differs by more than ten percent (10%) from the number of electors in any other ward in its area, and
- b that difference remains at the end of the first year of the following term of office of the Council,

the Council must, as soon as practicable, alter the ward boundaries in a manner that will result in each ward containing a number of electors that does not differ by more than ten percent (10%) from the number of electors in each other ward in the area.

- 2 Prior to amalgamation, the former Rockdale City Council and City of Botany Bay had both commenced the process of adjusting their ward boundaries. Due to both Councils having a variance of greater than 10% difference in elector numbers between the highest and lowest wards. In May 2015, the greatest variation in former Rockdale City Council wards was between Fourth Ward and Second Ward. The variation being 15.8%. In May 2015, the greatest variation in former City of Botany Bay Council wards was between Ward 5 and Ward 4. The variation being 29.7%. As shown in the below table extracts:-

May 2015 - Enrolment Variance Report – Former Rockdale City Council

	Date	Ward	Electoral numbers	Variance
Rockdale City Council	May 2015	First Ward	12826	
Rockdale City Council	May 2015	Second Ward	15088	Highest
Rockdale City Council	May 2015	Third Ward	14649	
Rockdale City Council	May 2015	Fourth Ward	12704	Lowest
Rockdale City Council	May 2015	Fifth Ward	13180	
Variance				15.80%

May 2015 – Enrolment Variance Report – Former City of Botany Bay Council

	Date	Ward	Electoral numbers	Variance
City of Botany Bay	May 2015	Ward 1	4341	
City of Botany Bay	May 2015	Ward 2	4757	
City of Botany Bay	May 2015	Ward 3	4897	
City of Botany Bay	May 2015	Ward 4	5655	Highest
City of Botany Bay	May 2015	Ward 5	3973	Lowest
City of Botany Bay	May 2015	Ward 6	4249	
Variance				29.74%

- 3 The creation of the new Bayside Council addressed this issue with the forming of the new five wards within Bayside Council.

Bayside Council – Initial Ward Electoral Numbers (as at 13 April 2017)

- 4 The first release of statistics from the NSW Electoral Commission and Australian Bureau of Statistics (ABS) for the newly formed Bayside Council was on 13 April 2017. The electoral numbers within the newly created boundaries of the five wards of Bayside Council resolved the disparities of electoral numbers from the previous former Councils with electoral numbers being distributed fairly evenly between all wards. The variance between greatest elector numbers, Rockdale Ward (20418), and least number of electors, Botany Bay Ward (19699), was 3.52%. Therefore, Council was no longer required to adjust the boundaries as the variance between highest and lowest ward electoral numbers was less than 10%. Refer table below for the distribution of all electoral numbers for Bayside Council Wards as at 13 April 2017.

Date	Ward	Electoral numbers	Variance
13/04/17	BEXLEY WARD	19997	
13/04/17	BOTANY BAY WARD	19699	Lowest
13/04/17	MASCOT WARD	20113	
13/04/17	PORT BOTANY WARD	19953	
13/04/17	ROCKDALE WARD	20418	Highest
BAYSIDE COUNCIL	TOTAL - ALL WARDS	100180	3.52%

- 5 As at 26 April 2017 and 25 May 2017 the variation in electoral numbers between the lowest ward Botany Bay Ward and Rockdale Ward was approximately 3.5% as detailed in the following table.

Electoral Numbers Comparison – (as at 26 April 2017 & 26 May 2017)

Date	Highest Ward Electoral Numbers	Lowest Ward Electoral Numbers	Difference in Electoral Numbers	Variance %	Boundary adjustment required if greater than 10% difference
26/04/2017	Rockdale 20421	Botany Bay 19704	717	3.51%	Not required
26/05/2017	Rockdale 20479	Botany Bay 19759	720	3.52%	Not required

- 6 As at 24 January 2018 and 20 February 2018 the variation in electoral numbers between the lowest ward, Botany Bay and highest ward, Mascot was approximately 3.0% as detailed in the following table shown below.

Electoral Numbers Comparison – Current Comparison Statistics (as at 24 January 2018 and 20 February 2018)

Date	Highest Ward Electoral Numbers	Lowest Ward Electoral Numbers	Difference in Electoral Numbers	Variance %	Boundary adjustment required if greater than 10% difference
24/01/2018	Mascot 20469	Botany Bay 19840	629	3.07%⁴	Not required
20/02/2018	Mascot 20449	Botany Bay 19839	610	2.97%	Not required

- 7 The current electoral numbers as at 20 February 2018 have been fairly consistent and only slight variance in the electoral numbers between the wards. The variance decreasing from approximately 3.5% in April 2017 to approximately 3.0% in February 2018. However, there was a change in the ward with the most elector numbers with Mascot Ward now having the highest electoral numbers slightly ahead of Rockdale Ward. Also, the total electoral numbers increased since April 2017 from 100180 to 100845 in February 2018, an increase of 655 electors. Refer to table below for the latest statistics from the Electoral Commission dated 20 February 2018, which revealed the following electoral numbers for each of the five wards:

Bayside Council Ward Electoral Numbers (as at 20 February 2018)

Date	Ward	Electoral numbers	Variance
20/02/2018	BEXLEY WARD	19886	
20/02/2018	BOTANY BAY WARD	19839	Lowest
20/02/2018	MASCOT WARD	20449	Highest
20/02/2018	PORT BOTANY WARD	20236	
20/02/2018	ROCKDALE WARD	20435	
BAYSIDE COUNCIL	TOTAL - ALL WARDS	100845	2.97%

- 8 Therefore, it is no longer necessary for Council to adjust its ward boundaries as the 10% threshold has not been reached, thus no further action is necessary at this time.
- 9 However, if Council wishes to adjust the boundaries the following process would need to be undertaken.
- 10 This would involve a consultation with Councillors for suggested proposed shifts in the ward boundaries and consequently, electoral numbers to amend the boundaries.
- 11 The process to alter ward boundaries is prescribed under section 210A of the Local Government Act 1993. If an alteration to ward boundaries is undertaken, Council is required to, among other things, consult with the Australian Statistician and the NSW Electoral Commissioner. This legislation requires Council to "...consult with the Electoral Commissioner and the Australian Statistician to ensure that, as far as practicable, the proposed boundaries of its wards correspond to the boundaries of appropriate subdivisions and census districts, and to ensure that the proposed boundaries comply with section 210(7)".
- 12 Council is also required to give public notice of the exhibition of the proposal (with the exhibition period to be not less than 28 days), with submissions invited for a period of not less than forty two (42) days from the commencement of the exhibition period. Any submissions received must then be considered by Council.
- 13 Further, Council is required to prepare and publicly exhibit a plan detailing the proposed division or alteration (the ward boundary plan).
- 14 In addition, Council must provide the Electoral Commissioner with "The Ward Boundary Report" spreadsheet for councils and a plan of ward boundaries (the ward boundary plan). This plan needs to be provided to the Commissioner in both electronic form and paper form. The plan needs to clearly show the LGA and ward boundaries and the ABS Statistical Area Level 1 (SA1) boundaries. This information is needed to assist the Australian Electoral Commission (AEC) to code electors correctly into the enrolment system.
- 15 Council may submit ward boundary alteration proposals and ward name changes now, however a representative from the Electoral Commission has advised it is better to submit any proposals seeking to alter boundaries approximately 12 to 18 months prior to the next election in March 2020 due to risks with the electoral numbers altering as a result of possible future developments and population changes.
- 16 Therefore, if Council wishes to alter the current ward boundaries, it would be prevalent for Council to undertake a review of the ward boundaries between September 2018 and March 2019, prior to the next Local Government elections.
- 17 However, Council is not required to take any action regarding altering the current ward boundaries at this time as the 10% threshold variance between wards has not been reached.
- 18 It is recommended that Council continue to monitor and review ward boundaries, and consequently, elector numbers within its wards as prescribed under the Local Government Act 1993.

Attachments

Nil

Community Relations Committee

18/04/2018

Item No	5.4
Subject	Proposed International Jet Ski Event in Botany Bay 18 - 21 October 2018
Report by	Vincenzo Carrabs, Head of Communications & Events
File	F17/1220

Summary

Communications and Events Team recently met with the State representative of the Australian Jet Ski Association, Ms Eman Soliman.

A meeting between Councillor Ed McDougall, Ms Eman Soliman and Bayside Council Staff, Mrs Kylie Gale and Mrs Christine Stamper, spoke about a concept to host an international Jet Ski Race Event that promotes tourism and water safety.

These talks are in their initial stages and more information is being sought by Ms Soliman to advance the proposal. She was invited by Councillor McDougall to attend the Community Relations Committee meeting on Wednesday 18 April at 6.30pm to give a presentation on the proposal.

Officer Recommendation

That further discussion take place once further information comes to hand from the Australian Jet Ski Association.

Background

The Australian Jet Ski Association representative, Ms Eman Solimann is proposing that an International Jet Ski competition be held in Botany Bay in October, 2018.

Attachments

Nil

Community Relations Committee

18-04-2018

Item No	5.5
Subject	Markets in Bayside LGA
Report by	Kylie Gale, Coordinator Events
File	F17/1220

Summary

A request for regular markets in the Bayside LGA was raised at the previous Community Relations Committee in February.

Officer Recommendation

That the committee note the report and endorse Markets in Cook Park, Kyeemagh.

Background

Discussion of a market in the Bayside LGA took place at the Community Relations Committee on the 21 February 2018.

Coincidentally, Aussie Night Markets (market operator) has made contact with Council wishing to run a regular night market at Cook Park, Kyeemagh.

The Market Operator would like to hire the site for a fee and bond payment, similar to the other events held in Bicentennial Park, and offer the space to commercial food and retail stall holders.

They are requesting a trial period every 4th Friday of the month;

Friday 25 May 2018 – 1st Event

Friday 22 June

Friday 27 July

Friday 24 August

No September Dates

Friday 26 October

Friday 23 November

No December dates due to Christmas and New Years Eve

Should the market be successful, they would like to continue running the market monthly in 2019.

The market operator would pay Council for the site, use of toilets and removal of waste.

The market operators would be responsible for supplying stalls, entertainment, security, notification, compliance with legislation, lighting and marketing of the event. Council can participate by hosting a stall free of charge.

There would be not be any costs to Council.

A trading exclusion zone exists from the C-Side Building to Tancred Street as per the lease conditions. The operator is aware and would only place picnic area and entertainment in this space, no hot food would be sold in the exclusion zone.

An EOI has been attached for review if required for this operation of dry hire venue.

Attachments

- 1 Market EOI 2018
- 2 Market Guidelines 2018 [↓](#)[↓](#)

Expression of Interest

Market Operator 2018

***Expression of Interest for
Operator of Markets in Bayside LGA***

Expressions of Interest are sought to manage the operation of markets in and around Bayside Council Local Government area for a ***period of 2 years with an option for a further 1 year period.***

Council is seeking a successful operator with the creative vision and drive to develop an exciting and innovative market with a community focus that incorporates arts, crafts, food and entertainment.

Applicants should address the following criteria:

- Skills to develop and run a market that creates a quality experience for the community, reflecting creativity and vitality
- A focus on quality value added goods and services that are creative and where possible local, Australian made and environmentally sustainable (demonstrated controls for equipment used, cleanliness, packaging etc).
- A robust stall holder evaluation process and strategy for the market operations that ensures and provides the capacity for providing and developing opportunities for the contribution to the community by new and existing local 'Not for Profit' groups
- Has appropriate sustainability, security and first aid capacities
- Revenue and audit controls demonstrating a proven track record of operator/manager and staff supervisory skills.
- Commitment to long term goals/vision for the market.

For further details please contact:

Contact: Kylie Gale, Coordinator of Events
Telephone: 02 9562 1601
Fax: 02 9562 1777 or
email events@bayside.nsw.gov.au

Expressions of Interest ***will be accepted up until 5.00 pm Friday 27 April 2018***

General Requirements for Operator

Council is seeking a competent Operator that has the enthusiasm and business acumen to establish and continually grow the number of market participants, as well as the capacity to present an exciting, attractive and diversified market for the benefit of the community and visitors.

Invitations to participate and revenue controls are to be managed and administered by the approved Management Operator, with selection determined by the Management Operator by means of approved guidelines to be submitted with the EOI and subsequently agreed to by Council.

All applicants will then be provided with these agreed written guidelines, which must be accepted and adhered to, to both gain and maintain a stall holder's licence.

The approved Management Operator Guidelines will outline an appropriate participant pricing structure and demonstrate the business management skills to meet the needs and objectives of the Council, the Management Operator, the Community and which is reasonable to all participants.

The approved Management Operator guidelines outlines how the Management Operator is responsible for the recruitment, marketing, management and control for the market operation in accordance with State and Council planning regulations and guidelines¹.

¹ See:

<http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

Food Notify Application form to be attached

The Bayside Council Outdoor Market Activity Guidelines (2012) document is attached.

Required Documentation and Compulsory Submission Details

Applicants are to address **ALL** of Council's specification requirements in the Appendices below:
(Each item to be addressed by way of an appended response)

APPENDIX A – Corporate Details Association/Auspecting Body

- Company / Association Name:
- ABN:
- Address of registered office:
- Email:
- Telephone number:
- Fax number:
- List of Directors - Full details
- General Management structure of Company/Association

APPENDIX B – Management Operators Experience / background / planning

- Key personnel for management of market and Council liaison
- Experience and past performance
- Details of previous Market Management
- References
- Business Plan outlining: Operating Budget; estimation of revenues and number of stallholders and activities; Audit measures detailing systems for accounting procedures for fee collection and payment
- Report and meeting procedure before and after each event
- Marketing Plan: all marketing, promotion and advertising required for the market to be successful outlining resources available and proposed strategy to generate and increase stall numbers
- Insurance coverage

APPENDIX C – Management Operator Guidelines (draft subject to Council approval)

The Guidelines will outline:

- Stall Holder recruitment and selection criteria and procedures
- Participant pricing structure including community group concessions
- Proposed market design and equipment allowed taking into consideration safety aspects, protection of Council property/streetscape and the need for quality presentation.
- Management Operator personnel, functions and responsibilities
- Installation, bump in and bump out plans and adverse weather contingencies
- Entertainment and rides strategy
- Traffic Management Plan outlining traffic, parking and pedestrian management
- Risk Management assessment and response ; Security, Emergency, First Aid Plan
- Sustainability initiatives and waste minimisation and management plan
- Business community liaison proposal

APPENDIX D - Draft Terms of Agreement

Council reserves the right to make any changes to any enclosed draft Agreement as Council may consider appropriate when preparing the final document, subject to the general terms and conditions of Council's invitation or any expression of interest received. Items to be included in any proposed 'Terms of Agreement':

- Duration of agreement
- Market operation frequency
- Market operation time/s
- Minimum number of stalls required
- Compliance issues to be met
- Conditions where termination of agreement is desired/required

Application

CONFIDENTIAL applications are to be marked and addressed to:

Expression of Interest – Market Operator

Name: The General Manager
Fax: 02 9562 1777 or
Email: council@bayside.nsw.gov.au

Expressions of Interest **will be accepted up until 5.00 pm Friday 27 April 2018**

Further Information

Council standard event guidelines may be helpful to assist you in developing your response.

Council's role is to facilitate and oversee a successful operation without being or assuming the functions of the Operator. Council will endeavour to assist the successful Management Operator but will require all application and approval processes to be undertaken and delivery responsibilities being met by the Management Operator.

EOI Release Date:	10 April 2018
EOI Closing Time and Date:	5.00 pm 3 May 2018
Validity Period:	28 Days
Council's Contact Officer:	Kylie Gale
Contact Details:	council@bayside.nsw.gov.au
Method of Lodgement:	Electronic Lodgement

Proposed Locations

Site one: Cook Park, General Holmes Drive, Kyeemagh – Between Tancred St and O'Dea Ave

Off Street Parking for 80 Cars – Northern Car Park & 60 Cars – Southern Car Park

Toilet Facilities available near C-Side Restaurant



Site Two: Cahill Park, Princes Hwy Wollu Creek (Excludes Oval)
Off Street Parking for 26 Cars – Princes Hwy & 30 Cars Levy St
Toilet Facilities available near Oval (Gertrude St)



Bayside Council Outdoor Market Operations Guidelines

1. Background

The ongoing requests for outdoor market operations in the Bayside LGA provided an opportunity for Council to establish market guidelines to provide a consistent and transparent approach in assessing and managing outdoor market operations.

The guideline will ensure that all outdoor market operations in the Bayside Local Government Area are issued equitably and the market operations are highly professional, environmentally friendly and add value to the community.

The guidelines provide clear direction for the style of markets desired in Bayside LGA, suitable locations, assessment criteria and allocation process for markets and standard conditions for market operators and/or stall holders.

2. Purpose/ Objective

Council aims to establish guiding principles and a process for which outdoor markets are held in the Bayside LGA.

The guidelines will assist Council in:

- a) Identifying suitable locations for market operations that will positively activate areas and add community value whilst mitigating negative impacts
- b) Ensuring the markets located in shopping precincts enhance the shopping offer, mix and experience for residents and visitors whilst ensuring neighbouring commercial premises are not negatively impacted on
- c) Ensuring the type and scale of market operation is the best fit for identified locations
- d) Ensuring the market operations are sustainable and add value to the local economy
- e) Ensuring the market operations demonstrate best practice in protecting the environment and minimising waste
- g) Informing and ensuring equity in the assessment and allocation process of market proposals
- h) Managing and regulating market activity in Bayside LGA
- i) Minimising public liability and risk management concerns
- j) Determining what fee structure should be applied to the market operation

3. Scope

This document addresses markets in all public places within the Bayside Local Government Area under the care, control and management of Bayside Council.

The guideline may also be used as a reference document when assessing Development Applications for market operations proposed on Private Property.

Markets for the purpose of this document are defined as;

1. 'One Off' and/or short term Market operations
2. Frequent market operations e.g. daily, weekly, monthly.

4. Definitions

Market Operator: The person/organisation to whom a licence/permit to operate a market is issued i.e. Market Management

Market: A market involves more than four stalls/vendors operating collectively at one site offering goods and services to the public

Stall: One stall that may operate in a market environment as described above or on it's own as a 'one off' activity

Stall Holder: The person/s or organisations that are accountable in operating the stall

5. Market Types

5.1 Suitable Market Types

The types of markets that may be suitable in the Bayside LGA are;

- a) Fresh foods, goods and flowers
- b) Cooked foods
- c) Designer and unique goods
- d) Specialist niche market goods eg antiques, designers, collectables
- e) Arts and crafts
- f) Fair trade goods
- g) Tourist goods
- h) Community based stalls including bric-a-brac and raising funds for registered charities, community and sporting groups

Council may alter, restrict or add to the list from time to time during the life of this Policy

Suitability of the market will depend on a number of factors as described in this document including location.

5.2 Types of Market stalls not suitable

- a) Mass produced imported goods
- b) Products sourced from 'unfair' trade labour operators
- c) Illegal, toxic or counterfeit goods

6. One off and/ or short term market

6.1 Administrative Process

A 'one off' and/or short term market is a market that operates on a short temporary basis. Examples include; charity stall, information stall and/or stalls that support an annual event

- a) A 'one off' and/or short term outdoor market operation can operate independently or as part of an event
- b) A 'one off' and/or short term outdoor market operation can operate independently and/or in partnership with other organisations and/or in partnership with Council
- c) Market Operators and/or Stall Holders are required to complete an application form to be assessed by Council
- d) Assessment will occur on a case-by-case basis and will be guided by principles within this policy as well as Council's guidelines for events and/or use of open space.
- e) An approved permit that includes standard and site specific operating conditions is required before market operations can commence
- f) Any fundraising activities require the appropriate Authority to Fundraise from the Charities Office, with such Authority being provided with any application for permit.
- g) A fee may be charged for outdoor market activities as determined in Councils fees and charges policy
- h) Applications must be submitted at least twelve weeks (12) weeks prior to the proposed activity to allow sufficient time for assessment

6.2 Selection Criteria for 'One Off' and/or Short term Outdoor market operations

- a) The site proposed can suitably accommodate the market (and/or stalls) without impeding on pedestrian access, greatly increasing traffic congestion, competing with neighbouring businesses and/or uses and/or negatively impacting on neighbouring residents and the environment
- b) Market activities contribute to achieving community outcomes as stated in Bayside Councils Operational Plan
- c) Market activities add value to the community and/or event and do not negatively impact upon the area and neighbouring properties
- d) Public liability insurance is obtained, current, covers all stall holders and lists Bayside Council as an interested party
- e) Any other relevant certificates and/or licenses associated with the market activity are obtained and current (eg food handling)
- f) Market structures proposed are temporary, consistent in design and appearance and of high quality
- g) Plans are developed and implemented for mitigating risk, traffic congestion and litter and waste in line with Councils Guidelines for Events
- h) Processes are developed and implemented for responding to customers including a contact list and complaint handling

7. Outdoor Frequent Outdoor Market Operators

A frequent outdoor market operates on a regular more permanent basis. For example weekly or monthly.

7.1 Administrative Process

A frequent outdoor market will be administered through an expression of interest and/or tender process under a license agreement approved by Council.

7.2 Frequency of Market

The style and frequency of the market will be determined by Council taking into account the principles set out in these guidelines.

7.3 Selection Process

Prospective market operators may be invited via an expression of interest process to submit a proposal to operate a frequent outdoor market at a suitable location identified by Council.

Refer to appendix one for sites that have been identified as possible suitable locations.

The applications would be assessed by a selection panel against set criteria and conditions and recommendation made to Council for final decision.

This process ensures equity, transparency and to 'contest the market' as well as comply with Councils procurement policy and processes.

A license agreement will be issued to the approved operator(s) for a term and fee to be determined by Council.

The Licence Holder will be required to submit an approved management plan that includes but is not limited to;

- Traffic Management plan
- Risk Management plan
- Public Liability Insurance
- Litter and waste minimisation plan
- Site plan including stall layout
- General operations plan
- Marketing, branding and communication plan
- Financial report

The approved Licence Holder/Market Management will be required to update and submit their management plan each year and provide an annual report on the outcome of the management plan and general market operations during the term of the license.

7.4 Selection Criteria

1. Demonstrated experience and capability to perform the service/s including;
 - a. Demonstrated expertise and experience in the successful provision of the specified services, or similar services. Applicants must provide details of same or similar services provided and details of referees who can attest to the applicants' performance
 - b. Human resource structure, responsibilities, availability, capacity, skills and experience, particularly in relation to key staff for the purposes of this agreement

- c. Capacity to perform and deliver service/s within specification
 - d. Quality management systems are in place including food handling and
 - e. Storage, waste minimisation practices and customer service
 - f. Quality OH&S and risk management systems and Public Liability insurance in place
 - g. Applicant's current commitments, capacity and availability to undertake the service for the term specified
2. Demonstrated financial viability and value for money including;
 - a. Financial viability and capacity to perform the agreement
 - b. Marketing and advertising capacity to actively promote outdoor markets to local community incorporating Council branding and logo
3. Service/s is fit for purpose and the environment and meets community and visitor needs including;
 - a. Type of service/s to be provided supplements existing services and enhances the variety of goods available
 - b. Market stalls are visually appealing, fit for purpose and impact minimally on the area
 - c. Demonstrated understanding of the Rockdale's community, its needs, cultures, social values and heritage
 - d. A minimum of 2 stalls are allocated for use at discounted rates for local community organisations and if applicable, at no charge to not for profit charities

8. General Conditions for Outdoor Market Operations

8.1 Market Maintenance

- The grounds must be reinstated back to the condition they were prior to the market being held and to the satisfaction of Council Officers or the controlling authority of the ground
- Stall holders must be strictly controlled in their use of Council space and equipment, vehicle movements, stall erection and public safety

8.2 Council Authority and Inspection

- All markets will be subject to regular inspections by Council officers to ensure compliance with the provision and conditions of the issued licence and all other relevant government legislation including Workplace Health and Safety.
- In addition;
 - All food products will be required to be stored, prepared and packaged for sale in strict accordance with the requirements of the NSW Food Act 2003 and the regulations there under
 - All food vendors will be required to hold a current Council Food Trading approval certificate
 - Adequate fire equipment including but not limited to a chemical fire extinguisher and fire blanket to market
 - Any stall holder whose trading requires the use of cooking must be in possession of a fire blanket and adequate ground cover to ensure there is no damage to Council property and compliance with food safety

- Market Management and/or the stall holder is required to act immediately on instructions and/or requirements issued by Council officers and ensure stallholders do likewise.

8.3 Rides, Devices and animals

Written permission from council is required before allowing any market space for mechanical rides, animals or inflatable devices. Appropriate insurance and work cover permits are required as per Councils Guideline for Events.

8.4 Number and Type of Stall

The number and type of stalls will be determined by Council based on site suitability.

Market operators will be required to;

- give priority to locally produced or crafted, recycled, fair trade, eco, organic and environmentally friendly goods and services
- provide operating spaces to be specified by Council at no charge to registered charities and/or local community groups and organisations for the purpose of fundraising

8.5 Noise control and amplification

- Market Operators and/or the stall holder will be required to manage the impact of any noise generated as a result of market operations including the amplification of sound or music
- Market Operators and/or stall holder will be required to ensure noise levels are not 'over bearing' and/or a nuisance to neighbouring businesses, uses and/or residents
- Council officer reserve the right to restrict amplified noise

8.6 Environmental Considerations

- Market operators and/or the stall holder will responsible for;
 - ensuring prepared food and 'drinks' are provided in reusable or recyclable containers
 - prohibiting the use or sale of plastic bags, balloons or polystyrene products
 - ensuring the eating utensils, serviettes, and stirrers are single use and compostable
 - ensuring nothing enters or has the potential to enter storm water drains and that any waste water is disposed of correctly into sewerage drain as per legislation.
 - The market area must be litter free at all times
 - Appropriate waste and recycle bins are to be provided by Council (fees apply) and their usage promoted to visitors
 - use of appropriate sun protection

8.7 Traffic Management & parking

- The market operation must not

- negatively impact on the area
 - cause a significant increase in traffic and congestion
- The market operation must;
 - Promote public transport
 - Advise the public on parking alternatives that do not negatively impact upon residential areas
 - Not impede on pedestrian and emergency access

8.8 Marketing

- The market management and/or stall holder is expected to develop and implement a marketing strategy
- No signage, bill posters, stickers and/or market material is permitted on public property without Council approval and must comply with the State Environmental Planning Policy

8.9 Structures and Facilities

- Market structures are be consistent in size and style
- Market structures must be visually appealing and in good working order at all times
- Structures must comply with the State Environmental Planning Policy, in some case a development application is required.

8.10 Termination of Permit or Licence

The Council reserves the right to terminate the permit and/or the license agreement if there is a breach of the permit and/or agreement conditions and this policy by the provision of one month's written notice.

An operator whose permit and/or license have been terminated can appeal in writing to the General Manager, Bayside Council.

9. Appendices

9.1 Guidelines for Events

9.2 Food Notification Form

9.3 Application to hold an event on Community Land

Community Relations Committee

18-04-2018

Item No 5.6
Subject **Major Event Calendar 2018/2019**
Report by Kylie Gale, Coordinator Events
File F17/1220

Summary

This report lists the proposed 2018/ 2019 Major Events Calendar, proposed Sponsorship policy and Community Event Guidelines for review prior to endorsement by Council. It was tabled at the Community Relations Committee that the report be resubmitted after time given to review by the committee.

Officer Recommendation

That the proposed Events outlined in the report be endorsed and approved by Council.

Background

Please note the calendar includes only major events, it does not include adhoc events, official opening ceremonies, citizenship ceremonies, smaller events and activities such as library programs, community capacity building programs, community safety programs and environmental programs.

It should be noted that some planning has commenced for the events listed below.

Proposed 2018/2019 Events Calendar

Event Name	Event Date	Venue	Financial Implications	Number of Participants Expected
A Taste of Mascot 2018	Sunday 21 October 2018	Mascot Oval	\$180,000	5,000
Garden Competition	Thursday 1 November 2018	Sir Stamford Plaza Hotel, Mascot	\$30,000	150
Housebound Christmas Luncheon	Tuesday 27 November 2018	Alf Kay (East Lakes) Community Centre	\$8,000	100
Botany Historic Trust AGM and Christmas Function	Thursday 29 November 2018	Boonie Doon Golf Club, Pagewood	\$15,000	150

Event Name	Event Date	Venue	Financial Implications	Number of Participants Expected
Carols in the Park	Saturday 1 December 2018	Mascot Memorial Park	\$40,000	1,500
Business & Community Christmas Function	Tuesday 4 December 2018	The Lakes Golf Club, East lakes	\$18,000	150
Mayoral Christmas Dinner	Thursday 6 December 2018	The Grand Roxy, Brighton	\$38,000	250
Carols by the Sea 2018	Saturday 8 December 2018	Lady Robinson's Beach, Brighton	\$40,000	4,000
Seniors Christmas Party	Wednesday 12 December 2018	Rockdale Town Hall, Rockdale	\$30,000	240
NYE Family Fireworks 2018	Monday 31 December 2018	Cook Park, Kyeemagh - Ramsgate	\$350,000	90,000
Australia Day 2019	Saturday 26 January 2019	Depeena Reserve, Dolls Point	\$45,000	600
Lunar New Year 2019	Saturday 9 February 2019	Dacey Gardens, Daceyville	\$35,000	1,000
Multicultural Fair 2019	Saturday 10 March 2019	East Lakes Reserve	\$60,000	5,000
StART 2019	Saturday 13 April 2019	Cook Park, Kyeemagh	\$25,000	400
ANZAC March & Service 2019	Sunday 21 April 2019	Mascot Memorial Park	\$6,000	200
ANZAC Dawn Service & Breakfast 2019	Thursday 25 April 2019	Booralee Park, Botany	\$125,000	1000
Seniors Garden Party 2019	Sunday 5 May 2019	Sir Joseph Banks Park, Botany	\$150,000	800
Volunteers Morning Tea	Saturday 11 May 2019	TBC	\$9,000	100
IFTAR Dinner	Thursday 23 May 2019	Rockdale Town Hall, Rockdale	\$18,000	150
Event Expenditure of Listed Events				\$1.222000
Total Event Budget of Listed Events				\$1.054000
Total Shortfall of Listed Events				\$168,000

Proposed Sponsorship Packages and Policy

Council has not previously held a sponsorship policy. In order to seek sponsorship a policy has been created for review by the committee on 21 February and for endorsement for Council report at this meeting.

Event Guidelines

In order to assist Event Planners wishing to hold community events on Council Land to Event Guidelines has been created for endorsement by the committee.

The guide also aims to ensure compliance to Councils permit conditions.

An application form and policy will be drafted based on the Guidelines for Events.

Attachments

- 1 Event Calendar 2018/2019
- 2 Event Calendar 2017/2018 for comparison
- 3 Sponsorship Packages
- 4 Sponsorship Policy Draft
- 5 Guidelines for Events 2018 [↓↓↓↓↓](#)

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	UNTIL	VENUE	PROJECTED COST TO STAGE THE EVENT
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	02-Jul2018	11:30 AM	02-Jul2018	1:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	04-Jul2018	10:30 AM	04-Jul2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale Library. All skill levels welcome, participants create blanket squares for charity.	04-Jul2018	5:00 PM	04-Jul2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	06-Jul2018	10:30 AM	06-Jul2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	09-Jul2018	TBC	20-Jul2018	TBC	Bayside LGA	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	09-Jul2018	TBC	20-Jul2018	TBC	Bayside LGA Libraries	TBC
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	12-Jul2018	10:30 AM	12-Jul2018	12:30 PM	San Souci Library	Staff Hours
Crafternoon	A social craft group at Rockdale Library. All skill levels and interests welcome.	15-Jul2018	1:30 PM	15-Jul2018	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Jul2018	10:00 AM	16-Jul2018	12:00 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	18-Jul2018	5:30 PM	18-Jul2018	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month.	20-Jul2018	10:30 AM	20-Jul2018	1:30 PM	Eastgardens Library	Staff Hours
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	22-Jul2018	TBC	28-Sep2018	TBC	Bayside LGA Libraries	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	01-Aug2018	10:30 AM	01-Aug2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	01-Aug2018	5:00 PM	01-Aug2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	03-Aug2018	10:30 AM	03-Aug2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	06-Aug2018	11:30 AM	06-Aug2018	1:30 PM	San Souci Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	UNTIL	VENUE	PROJECTED COST TO STAGE THE EVENT
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	09-Aug2018	10:30 AM	09-Aug2018	1:30 PM	San Souci Library	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	15-Aug2018	5:30 PM	15-Aug2018	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Code Club	Six-week program for 9-12 year old to learn coding with Scratch	15-Aug2018	3:45 PM	15-Aug2018	4:45 PM	Rockdale and Eastgardens Library	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month.	17-Aug2018	10:30 AM	17-Aug2018	1:30 PM	Eastgardens Library	Staff Hours
Crafternoon	A social craft group at Rockdale Library. All skill levels and interests welcome. Meets on third Sunday of the month	19-Aug2018	1:30 PM	19-Aug2018	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	20-Aug2018	10:00 AM	20-Aug2018	12:00 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Children Book Week	Activities for local children in celebration of Children's Book Week, a national program	20-Aug2018	TBC	27-Aug2018	TBC	Branch Libraries	TBC
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	03-Sep2018	11:30 AM	03-Sep2018	1:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	05-Sep2018	10:30 AM	05-Sep2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	05-Sep2018	5:00 PM	05-Sep2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	07-Sep2018	10:30 AM	07-Sep2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Book Week Competition Ceremony	Prize-giving ceremony for the Library's Book Week Art Competition. The Mayor hands out certificates and prizes.	11 Sept 2018	TBC	11 sept 18	TBC	Rockdale Town Hall	\$1,400
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	13-Sep2018	10:30 AM	13-Sep2018	1:30 PM	San Souci Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Sep2018	10:00 AM	16-Sep2018	12:00 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Crafternoon	A social craft group at Rockdale Library. All skill levels and interests welcome. Meets on third Sunday of the month	16-Sep2018	1:30 PM	16-Sep2018	3:45 PM	Rockdale Library	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	19-Sep2018	5:30 PM	19-Sep2018	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month.	21-Sep2018	10:30 AM	21-Sep2018	1:30 PM	Eastgardens Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	UNTIL	VENUE	PROJECTED COST TO STAGE THE EVENT
School Holiday Program	A program of activities for school aged children across all library branches.	01-Oct2018	TBC	12-Oct2018	TBC	Bayside LGA	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	01-Oct2018	TBC	12-Oct2018	TBC	Bayside LGA	TBC
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	14-Oct2018	TBC	13-Dec2018	various	Bayside LGA Libraries	Staff Hours
A Taste of Mascot	Families can enjoy free rides, roving performers, free face painting and an immersive main stage program featuring local performers and entertainers.	21-Oct2018	TBC	21-Oct2018	TBC	Mascot Oval	\$180,000
Migrant Information Day (International Migrants Day 18 December)	Promotion of information and services to support Migrants.	24-Oct2018	10:00 AM	24-Oct2018	2:00 PM	Rockdale Town Hall	\$2,000
Code Club	Six-week program for 9-12 year old to learn coding with Scratch	31-Oct2018	3:45 PM	05-Dec2018	4:45 PM	Rockdale and Eastgardens Library	Staff Hours
Christmas Installation	Installation of giant Christmas Trees in town centres and high profile areas to promote Christmas throughout Bayside LGA	01-Nov2018	9:00 AM	08-Jan2019	5:00 PM	Bayside LGA	\$5,000 - \$15,000 pending condition of previous equipment
Garden Competition	Awards ceremony for the Bayside Garden Competition.	01-Nov2018	TBC	01-Nov2018	TBC	TBA	\$30,000
RSL in NSW 100 Years Commemorative Morning Tea	Commemorative Morning Tea for Returned Services Men and Women	01-Nov2018	TBC	01-Nov2018	TBC	Mascot Library	\$20,000
Citizenship Ceremony	Citizenship Ceremony	21-Nov2018	TBC	21-Nov2018	TBC	Rockdale Town Hall	
Lebanese Flag Raising	A flag raising hosted by Council at the request of the Lebanese Community	22-Nov2017	6:30 PM	22-Nov2018	9:30 PM	Rockdale Forecourt	\$500
Housebound Christmas	Christmas party specifically for members of the community who are housebound or have limited access. Features live music and a visit from Santa.	27-Nov2018	TBC	27-Nov2018	TBC	Eastlakes Community Hall	\$8,000
Botany Historic Trust AGM and Christmas Function	Christmas Party for the Botany Historic Trust.	29-Nov2018	TBC	29-Nov2018	TBC	Bonnie Doon TBC	\$15,000
Carols in the Park	Free Christmas Carols provided by the community featuring a variety of community choirs and professional entertainers	01-Dec2018	TBC	01-Dec2018	TBC	Mascot Memorial Park	\$40,000
Business and Community Christmas Function	Celebrate Christmas for the Businesses and Community Groups in the Bayside LGA	04-Dec2018	6:00 PM	04-Dec2018	9:00 PM	The Lakes TBC	\$18,000
Mayoral Christmas Party	Mayor hosts a christmas celebration dinner.	06-Dec2018	6:00 PM	06-Dec2018	10:00 PM	The Grand Roxy	\$38,000
Carols by the Sea	Christmas Carols by local churches on the shores of Botany Bay.	08-Dec2018	6:00 PM	08-Dec2018	9:00 PM	Lady Robinsons Beach	\$40,000
the BIG Story Time Christmas Party	Attended by customers and their children who attend story time at the libraries throughout the year.	13-Dec2018	TBC	13-Dec2018	11:00 AM	Rockdale Town Hall	
Seniors Christmas Party	Christmas Party for senior members of the community	12-Dec2018	TBC	12-Dec2018	TBC	Rockdale Town Hall	\$30,000
New Year's Family Fireworks	Welcome in the New Years with a 9pm Family Friendly firework display.	31-Dec2018	9:00 PM	31-Dec2018	9:15 PM	Brighton Le Sands	\$350,000

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	UNTIL	VENUE	PROJECTED COST TO STAGE THE EVENT
School Holiday Program	A program of activities for school aged children across all library branches.	07-Jan2019	TBC	19-Jan2019	TBC	Bayside LGA	TBC
Australia Day	Official ceremony, Awards, Citizenship Ceremony, entertainment	26-Jan2019	TBC	26-Jan2019	TBC	Depena Reserve TBC	\$45,000
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	04-Feb2019		12-Apr2019	various	Bayside LGA Libraries	Staff Hours
Lunar New Year	Twilight Event: Year of the Pig Activities include Chinese themed stalls and dining, entertainment, Lion & Dragon Dance & Eye Dotting and Asian Food Stalls.	09-Feb2019	4:00 PM	09-Feb2019	9:00 PM	Daceyville Gardens	\$35,000
Serbian Flag Raising	A flag raising hosted by Council at the request of the Serbian Community	12-Feb2018	6:30 PM	12-Feb2018	8:30 PM	Rockdale Administration Forecourt	\$500
Code Club	Six-week program for 9-12 year old to learn coding with Scratch	06-Mar2019	3:45 PM	10-Apr2019	4:45 PM	Rockdale and Eastgardens Library	Staff Hours
International Women's Day	TBC - Lunch/ Workshop for Council Staff? With a focus on Women?	08-Mar2019	TBC	08-Mar2019	TBC	TBC	\$350
The Multicultural Fair	The Multicultural Fair 2018 celebrates the cultural diversity in the Bayside community with culinary delights, arts and crafts, live music as well as information stalls about local services and opportunities. Families can enjoy free rides, roving performers, free face painting and an immersive main stage program featuring local performers and entertainers.	09-Mar2018	11:00 AM	09-Mar2018	3:00 PM	Eastlakes Reserve	\$60,000
Harmony Day	To celebrate our communities cultural diversity and to share what we have in common, event held during Harmony Week 2019	21-Mar2019	TBC	21-Mar2019	TBC	TBC	
Greek Flag Raising	A flag raising hosted by Council at the request of the Greek Community	23-Mar2019	6:30 PM	23-Mar2019	9:30 PM	Rockdale Forecourt	\$500
Greek Easter	St Catherine Greek Orthodox Church event supported by council to celebrate Greek Easter	05-Apr2018	6:00 PM	06-Apr2018	3:00 AM	St Catherine Greek Orthodox Church, Mascot	\$12,000
StART	The Bayside Arts Festival kicks off on Sunday 9 April when stART, a free community celebration of art, crafts and creativity sets to kick start your inner artist. stART is a family event celebrating the inner artist in all of us, where you can: build something great in the LEGO tent, make fun things from recycled materials with The Bower, perform and be entertained in the circus playground, make a calligraphy design, sketch drawing and paint on clay tiles in our workshops, get your imagination going at our pop up library living room and see wood turning in action	13-Apr2019	11:30 AM	13-Apr2019	3:30 PM	Cook Park, Kyeemagh	\$25,000

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	UNTIL	VENUE	PROJECTED COST TO STAGE THE EVENT
School Holiday Program	A program of activities for school aged children across all library branches.	15-Apr2019	TBC	28-Apr2019	TBC	Bayside LGA	TBC
ANZAC March	ANZAC Day March followed by Ceremony, hosted by Mascot RSL with support from Council	21-Apr2019	2:15 PM	21-Apr2019	4:00 PM	Mascot Library Carpark	\$6,000
ANZAC Day - Dawn Service	ANZAC Dawn Service followed by Community breakfast and VIP breakfast for Veterans hosted by Council in conjunction with Botany RSL	25-Apr2019	6:00 AM	25-Apr2019	9:30 AM	Booralee Park	\$125,000
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	29-Apr2019		5-Jul2019	various	Bayside LGA Libraries	Staff Hours
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	April 2019 TBC	TBC	April 2019 TBC	TBC	Bayside LGA	TBC
National Youth Week Event	National Youth Week (NYW) is the largest celebration of young people in Australia. In partnership with the Youth Council and Youth Organisations we plan activities to celebrate the role young people play in our communities.	April 2019 TBC	Extended Program	April 2019 TBC	Extended Program	Various	\$5,500
Citizenship Ceremony	Citizenship ceremony	Aug TBC	TBC	Aug TBC	TBC	Rockdale Town Hall	
International Day of People with a Disability Event	Celebrating the achievements and contributions of people living with a disability.	Dec 2018 TBC	TBC	Dec 2018 TBC	TBC	TBC	TBC
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	Jan2019 TBC	TBC	Jan2019 TBC	TBC	Bayside LGA	TBC
Seniors Garden Party	A sit down meal and Entertainment for Seniors in Sir Joseph Banks Park	05-May2019	11:00 AM	05-May2019	2:00 PM	Sir Joseph Banks Park	\$150,000
Volunteers Morning Tea	A celebration to recognise the volunteers supporting Bayside Council services and initiatives	11-May2019	11:30 AM	11-May2019	1:30 PM	TBC	\$9,000
National Simultaneous Storytime	National Literacy Event	22-May2019	TBC	22-May2019	TBC	Bexley Library	TBC
IFTAR Dinner	A dinner hosted by Council to recognise the Muslim community participating in Eid Ramadan	23-May2019	5:00 PM	23-May2019	8:00 PM	Rockdale Town Hall	\$18,000
NAIDOC WEEK 2018 - Flag Raising Ceremony	Flag raising Ceremony in Councils Forecourt in recognition of NAIDOC week NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities and to support your local Aboriginal and Torres Strait Islander community.	July 2018 TBC	TBC	July 2018 TBC	TBC	Forecourt and Town Hall	Nil

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	UNTIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Citizenship Ceremony	Citizenship ceremony	July TBC	TBC	July TBC	TBC	Rockdale Town Hall	
Refugee Week	Refugee week is an annual week long celebration of the positive contributions of refugees to Australian society.	June 2019 TBC	Extended Program	05-May2019	Extended Program	TBC	\$52,500
Citizenship Ceremony	Citizenship ceremony	March 2018 TBC	TBC	March 2018 TBC	TBC	Rockdale Town hall	
Building Better Business Workshops	Provide support to local businesses	March 2019 TBC	TBC	March 2019 TBC	TBC	TBC	
Seniors Month Activities	Program of seniors events and activities	March 2019 TBC	Extended Program	March 2019 TBC	Extended Program	Various Locations	\$20,000
Citizenship Ceremony	Citizenship ceremony	May 2018 TBC	TBC	May 2018 TBC	TBC	Rockdale Town hall	
Citizenship Ceremony	Citizenship ceremony	Oct TBC	TBC	Oct TBC	TBC	Rockdale Town Hall	
Building Better Business Workshops		Oct2018 TBC	TBC	Oct2018 TBC	TBC	TBC	
Mental Health Month Event	Bayside Council are now accepting Expressions of Interest from community groups, choirs, dance troupes, entertainers, musicians, magicians and all round entertainers to perform at the upcoming Multicultural Fair 2018.	Oct2018 TBC	TBC	Oct2018 TBC	TBC	TBC	
Citizenship Ceremony	Citizenship ceremony	Sept TBC	TBC	Sept TBC	TBC	Rockdale Town Hall	

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lambert Rd Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	01-Jul2017	9:00 AM	01-Jul2017	12:00 AM	Lambert Road Reserve	N/A
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	01-Jul2017	TBC	17-Jul2017	TBC	Bayside LGA	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	01-Jul2017	TBC	17-Jul2017	TBC	Bayside LGA	TBC
Bexley Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Monday during the year, excluding the summer holidays.	03-Jul2017	11:00 AM	12-Aug2017	11:45 AM	Bexley Library	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	03-Jul2017	11:30 AM	07-Mar2017	1:30 PM	San Souci Library	Staff Hours
NAIDOC WEEK 2017 - Flag Raising Ceremony	Flag raising Ceremony in Councils Forecourt in recognition of NAIDOC week NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities and to support your local Aboriginal and Torres Strait Islander community.	04-Jul2017	10:30 AM	04-Jul2017	12:30 PM	Forecourt and Town Hall	Nil
Rockdale Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Tuesday during the year, excluding the summer holidays.	04-Jul2017	11:00 AM	12-Aug2017	11:45 AM	Rockdale Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	05-Jul2017	10:30 AM	05-Jul2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale Library. All skill levels welcome, participants create blanket squares for charity.	05-Jul2017	5:00 PM	05-Jul2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Bexley North Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Thursday during the year, excluding the summer holidays.	06-Jul2017	11:00 AM	08-Dec2017	11:45 AM	Rockdale Library	Staff Hours
Arncliffe Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Thursday during the year, excluding the summer holidays.	07-Jul2017	11:00 AM	08-Dec2017	11:45 AM	Arncliffe Library	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	07-Jul2017	10:30 AM	07-Jul2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
San Souci Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Fridays during the year, excluding the summer holidays.	07-Jul2017	11:00 AM	08-Dec2017	11:45 AM	San Souci Library	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	08-Jul2017	9:00 AM	08-Jul2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Addicted to Plastic Film Screening	Free movie screening of the Canadian documentary Addicted to Plastic.	13-Jul2017	6:00 PM	13-Jul2017	7:45 PM	Rockdale Library	Not sure - Karina is organising (sorry)
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	13-Jul2017	10:30 AM	13-Jul2017	12:30 PM	San Souci Library	Staff Hours
Arncliffe Festival	An event to promote multicultural hub of Arncliffe. A family day out of entertainment and market stalls	15-Jul2017	11:00 AM	15-Jul2017	3:00 PM	Arncliffe TBC	\$15,000
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	15-Jul2017	9:00 AM	15-Jul2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	Staff Hours
Dedication Ceremony	Dedication ceremony to commemorate the life and contribution of a long-standing Council employee, Mr Jimmy El Sayed.	15-Jul2017	11:30 AM	15-Jul2017	1:30 PM	Mutch Park Squash Courts	
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	16-Jul2017	1:30 PM	16-Jul2017	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	17-Jul2017	10:00 AM	17-Jul2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	18-Jul2017	10:30 AM	19-Sep2017	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	19-Jul2017	6:30 PM	19-Jul2017	9:30 PM	Rockdale Town Hall	\$4,000
Arncliffe Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	19-Jul2017	10:30 AM	20-Sep2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley North Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	19-Jul2017	10:30 AM	20-Sep2017	11:00 AM	Bexley North Library	Staff Hours
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	19-Jul2017	10:00 AM	20-Sep2017	12:00 PM	Rockdale Library	TBC
Rockdale Readers Book Group	Every month the group discusses a set book.	19-Jul2017	5:30 PM	19-Jul2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
San Souci Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	19-Jul2017	10:30 AM	20-Sep2017	11:00 AM	San Souci Library	Staff Hours
Community Forum		19-Jul2017	TBC	19-Jul2017	TBC	Rowers on Cooks River	
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	20-Jul2017	10:00 AM	21-Sep2017	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	20-Jul2017	6:30 PM	21-Sep2017	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Thursdays during school term.	20-Jul2017	11:00 AM	21-Sep2017	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	20-Jul2017	10:00 AM	21-Sep2017	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	20-Jul2017	10:30 AM	21-Sep2017	11:00 AM	Rockdale Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	21-Jul2017	10:30 AM	21-Jul2017	1:30 PM	Eastgardens Library	Staff Hours
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	22-Jul2017	9:00 AM	22-Jul2017	12:00 AM	Stotts Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	22-Jul2017	12:00 PM	22-Jul2017	4:45 PM	Rockdale Library	Staff Hours
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	San Souci Library	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	25-Jul2017	4:45 PM	19-Sep2017	5:45 PM	Arncliffe Library	TBC
National Tree Day - Schools	The Friday prior to the National Tree Day, is the associated Schools Tree Day to provide all Australians School Children with an opportunity to do something positive for the environment and reconnect with nature.	28-Jul2017	TBC	28-Jul2017	TBC	Rockdale LGA	\$1,500
Rockdale Library First Anniversary Celebration		29-Jul2017	10:00 AM	29-Jul2017	3:30 PM	Rockdale Library	Approximately \$650 in total
National Tree Day	National Tree Day aims to inspire, educate and recruit Australians to actively care for our unique land and create future generations of committed environmental custodians. This year Council will be inviting local residents to plant a tree in the Scott's Park, San Souci to be followed by a BBQ.	30-Jul2017	9:30 AM	30-Jul2017	12:20 PM	Scott Park	EPO TIL, salary for City Operations staff
1st Wednesday Book Group	Every month the group discusses a set book.	02-Aug2017	10:30 AM	02-Aug2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	02-Aug2017	5:00 PM	02-Aug2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	04-Aug2017	10:30 AM	04-Aug2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lambert Rd Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	05-Aug2017	9:00 AM	05-Aug2017	12:00 AM	Lambert Road Reserve	Salary
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	07-Aug2017	11:30 AM	07-Aug2017	2:30 PM	San Souci Library	Staff Hours
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	10-Aug2017	10:30 AM	10-Aug2017	1:30 PM	San Souci Library	Staff Hours
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	12-Aug2017	12:00 PM	12-Aug2017	4:45 PM	Rockdale Library	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	12-Aug2017	9:00 AM	12-Aug2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	Staff Hours
Helping Learner Drivers Workshop	2 hour free workshop for parents and supervisors of learner drivers. 2 workshops held per year as part of Local Government Road Safety Program	14-Aug2017	6:30 PM	14-Aug2017	8:30 PM	Pindari Room, Town Hall, Rockdale	\$1000 per workshop (includes St George Leader advertisement, workshop facilitator fee and catering costs).
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	15-Aug2017	6:30 PM	15-Aug2017	9:30 PM	Rockdale Town Hall	\$4,000
Free Child Restraint Check & Fitting Day	Free Inspection and Fitting Day for parents/carers of children aged 0-7 to have their child car seats inspected and/or fitted by RMS authorised fitter as part of Council's Road Safety Program. 4 held each year.	15-Aug2017	10:00 AM	15-Aug2017	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day to pay fitter for 5 hours of inspections/fitting s
Rockdale Readers Book Group	Every month the group discusses a set book.	16-Aug2017	5:30 PM	16-Aug2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Family Day Care - 40th Birthday		17-Aug2017	6:30 PM	24-Aug2017	8:30 PM	TBA	\$10,000.00
Children Book Week Activity Program	Program of activities for childcare centres and primary schools. Approx.: 2,000 children visit the libraries to participate in the program which features shortlisted Australian children's books	18-Aug2017	TBC	25-Aug2017	TBC	Branch Libraries	\$500
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	18-Aug2017	10:30 AM	18-Aug2017	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	19-Aug2017	9:00 AM	19-Aug2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	20-Aug2017	1:30 PM	20-Aug2017	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	21-Aug2017	10:00 AM	21-Aug2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	26-Aug2017	9:00 AM	26-Aug2017	12:00 AM	Stotts Reserve	Salary
Fathers Day Program	Activities for families at our Branch Libraries including Saturday Storytime	29-Aug2017	TBC	03-Sep2017	TBC	Branch Libraries	\$100
Book Week Competition Ceremony	Prize-giving ceremony for the Library's Book Week Art Competition. The Mayor hands out certificates and prizes.	30-Aug2017	TBC	30-Aug2017	TBC	Town Hall - Which town hall??	\$1,400
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	01-Sep2017	10:30 AM	01-Sep2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	02-Sep2017	9:00 AM	02-Sep2017	12:00 AM	Lambert Road Reserve	Salary
Grandparents Mornings	Grandparents Mornings are held as part of our Early Literacy Program "Storytime" to celebrate Grandparents Day (10/9)	04-Sep2017	TBA	08-Sep2017	TBA	Branch Libraries	\$1,200
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Sep2017	11:30 AM	04-Sep2017	2:30 PM	San Souci Library	Staff Hours
Computer Basics		05-Sep2017	10:00 AM	05-Sep2017	12:00 PM	Rockdale Library	No cost
1st Wednesday Book Group	Every month the group discusses a set book.	06-Sep2017	10:30 AM	06-Sep2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	06-Sep2017	10:30 AM	06-Sep2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	06-Sep2017	5:00 PM	06-Sep2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Council Meeting		08-Sep2017	7:00 PM	08-Sep2017	9:00 PM	Rockdale Town Hall	N/A
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	09-Sep2017	9:00 AM	09-Sep2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	Staff Hours
Macedonian Orthodox Community NSW Independence Day Folkloric Festival	The event was in response to a special day in the Macedonian Calendar (26th Anniversary of Independence of the Republic of Macedonia)	10-Sep2017	9:00 AM	10-Sep2017	3:00 PM	King Street Place (Mall)	TBC
Computer Basics		12-Sep2017	10:00 AM	12-Sep2017	12:00 AM	Rockdale Library	No cost
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	14-Sep2017	10:30 AM	14-Sep2017	1:30 PM	San Souci Library	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	15-Sep2017	10:30 AM	15-Sep2017	1:30 PM	Eastgardens Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Spring Fair (Formerly Multicultural Fair)	Fetuearing over 90 stalls and activities, cultural performances. N. B. Elections	16-Sep2017	11.00AM	16-Sep2017	3.00PM	L'Estrange Reserve	\$60,000
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	16-Sep2017	12:00 PM	16-Sep2017	4:45 PM	Rockdale Library	Staff Hours
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	17-Sep2017	1:30 PM	17-Sep2017	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	18-Sep2017	10:00 AM	18-Sep2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Computer Basics		19-Sep2017	10:00 AM	14-Sep2017	12:00 AM	Rockdale Library	No Cost
Wetland Tour for ESL	Local environmentalist Dr Arthur White conducts this annual tour to various wetland sites throughout the City of Rockdale. The tour will take in the Eve St Wetland, home of the endangered Green and Golden Bell frog, the Landing Lights Wetland which is important to various migrating birds and the intertidal wetland at Ramsgate located within the Hawthorne Street Natural Area which is listed by the State Government as an Endangered Ecological Community.	19-Sep2017	TBA	19-Sep2017	TBA	Landing Lights Wetlands	\$700
Rockdale Readers Book Group	Every month the group discusses a set book.	20-Sep2017	5:30 PM	20-Sep2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Save Your Photos		22-Sep2017	10:30 AM	22-Sep2017	12:00 PM	Rockdale Library	\$100 - presenter fee
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	23-Sep2017	9:00 AM	23-Sep2017	12:00 AM	Stotts Reserve	Salary
School Holiday Program	Workshops and Activities	23-Sep2017	TBC	08-Oct2017	TBC	Branch Libraries	\$600
Computer Basics		26-Sep2017	10:00 AM	26-Sep2017	12:00 AM	Rockdale Library	No Cost
Community Day at the Park	Features rides and activities for children & youth; information stalls on youth and community services and a sausage sizzle, coffee and icecream van.	30-Sep2017	11:00 AM	30-Sep2017	3:00 PM	Booralee Park, Botany	\$25,000
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	03-Oct2017	6:30 PM	03-Oct2017	8:00 PM	Rockdale Town Hall	
1st Wednesday Book Group	Every month the group discusses a set book.	04-Oct2017	10:30 AM	04-Oct2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	04-Oct2017	5:00 PM	04-Oct2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Ron Rathbone Local History Prize Award Ceremony	The announcement of the winners of Council's Ron Rathbone Local History Prize. Part of Council's History Week celebrations. The ceremony will be followed by afternoon tea.	07-Oct2017	10:00 AM	07-Oct2017	12:00 PM	Rockdale Library	\$10,000
Ron Rathbone Local History Prize Award Ceremony	The announcement of the winners of Council's Ron Rathbone Local History Prize. Part of Council's History Week celebrations. The ceremony will be followed by afternoon tea.	07-Oct2017	10:00 AM	07-Oct2017	12:00 PM	Rockdale Library	\$10,000

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	San Souci Library	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Learn how to call a service and using TIS Interpreting	10-Oct2017	10:00 AM	10-Oct2017	12:00 PM	Rockdale Library	
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	10-Oct2017	10:30 AM	12-Dec2017	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	10-Oct2017	5:00 PM	12-Dec2017	6:00 PM	Arncliffe Library	TBC
Language Infomation Session		11-Oct2017	6:00 PM	11-Oct2017	7:30 PM	Mascot Child Care Centre	Light Refreshments - \$20 Marketing/ advertising IT equipment Cost of Venue
Arncliffe Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	11-Oct2017	10:30 AM	13-Dec2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley North Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	11-Oct2017	10:30 AM	13-Dec2017	11:00 AM	Bexley North Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	11-Oct2017	10:00 AM	13-Dec2017	12:00 PM	Rockdale Library	TBC
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	12-Oct2017	10:00 AM	14-Dec2017	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	12-Oct2017	6:30 PM	14-Dec2017	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Story Time involves stories, songs and craft. Thursdays during school term.	12-Oct2017	11:00 AM	14-Dec2017	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	12-Oct2017	10:00 AM	14-Dec2017	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	12-Oct2017	10:30 AM	14-Dec2017	11:00 AM	Rockdale Library	Staff Hours
Eastgardens Library Rhyme Time	Ideal for babies and toddlers. Fridays during school term.	13-Oct2017	10:30 AM	14-Dec2017	11:00 AM	Eastgardens Library	Staff Hours
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	15-Oct2017	1:30 PM	15-Oct2017	3:45 PM	Rockdale Library	Staff Hours
Language Information Session		16-Oct2017	6:00 PM	16-Oct2017	7:30 AM	TBA	Staff time and Refreshments
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Oct2017	10:00 AM	16-Oct2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Visiting the Dr.	17-Oct2017	10:00 AM	17-Oct2017	12:00 PM	Rockdale Library	
National Ride to Work Day	National marketing event to encourage the community to ride to work and leave their car at home. A light breakfast for staff and commuters is provided by Council.	18-Oct2017	7:00 AM	18-Oct2017	9:00 AM	Rockdale	\$100
Rockdale Readers Book Group	Every month the group discusses a set book.	18-Oct2017	5:30 PM	18-Oct2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Eastgardens Library Opening - VIP	Opening of Eastgardens Library for VIPs only	19-Oct2017	6:00 PM	19-Oct2017	8:00 PM	Eastgardens Library	
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	20-Oct2017	10:30 AM	20-Oct2017	12:30 PM	Eastgardens Library	Staff Hours
Eastgardens Library Grand Opening	Official opening of Eastgardens Library to public	21-Oct2017	9:00:00 AM	21-Oct2017	4:00:00 AM	Eastgardens Library	\$3,000
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	21-Oct2017	12:00 PM	21-Oct2017	4:45 PM	Rockdale Library	Staff Hours
Grand Opening Eastgardens Library	Official opening of Eastgardens Library to public	21-Oct2017	TBA	21-Oct2017	TBA	Eastgardens Library	

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
A Taste of Mascot	A community event featuring local stalls, entertainment and activities held annually in the heart of Mascot	22-Oct2017	11:00 AM	22-Oct2017	4:00 PM	Mascot Oval	200,000
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Social setting and cultures.	23-Oct2017	10:00 AM	23-Oct2017	12:00 PM	Rockdale Library	
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	28-Oct2017	9:00 AM	28-Oct2017	12:00 AM	Stotts Reserve	Salary
Migrant Information Day (International Migrants Day 18 December)	Promotion of information and services to support Migrants.	01-Nov2017	10:00 AM	01-Nov2017	2:00 PM	Rockdale Town Hall	\$2,000
1st Wednesday Book Group	Every month the group discusses a set book.	01-Nov2017	10:30 AM	01-Nov2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	01-Nov2017	5:00 PM	01-Nov2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
The Garden Competition	Awards ceremony for stunning horticulture.	02-Nov2017	6:30 PM	02-Nov2017	9:00 PM	Mercure Sydney International Airport	\$52,000
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	03-Nov2017	10:30 AM	03-Nov2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Nov2017	9:00 AM	04-Nov2017	12:00 AM	Lambert Road Reserve	Salary
San Souci Knitting Group		06-Nov2017	11:30 AM	06-Nov2017	2:30 PM	San Souci Library	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Shopping.	07-Nov2017	10:00 AM	07-Nov2017	12:00 PM	Rockdale Library	
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	09-Nov2017	10:30 AM	09-Nov2017	12:30 PM	San Souci Library	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	15-Nov2017	5:30 PM	15-Nov2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Helping Learner Drivers Workshop	2 hour free workshop for parents and supervisors of learner drivers. 2 workshops held per year as part of Local Government Road Safety Program	16-Nov2017	6:00 PM	16-Nov2017	8:00 PM	Eastgardens Library	\$1000 per workshop (includes St George Leader advertisement, workshop facilitator fee and catering costs).

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Wild Things: Presenting the Powerful Owl	Did you know that Australia's largest owl, the Powerful Owl lives right here in Sydney? The Powerful Owl is a threatened species but sightings are regularly reported across Sydney. Dr Chris Lloyd who is studying Powerful Owls in the Georges River Valley, will tell you all about these amazing birds and their current activities.	16-Nov2017	6:30 PM	16-Nov2017	7:45 PM	TBC	\$250
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	17-Nov2017	10:30 AM	17-Nov2017	12:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	18-Nov2017	9:00 AM	18-Nov2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	18-Nov2017	12:00 PM	18-Nov2017	4:45 PM	Rockdale Library	Staff Hours
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	19-Nov2017	1:30 PM	19-Nov2017	3:45 PM	Rockdale Library	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS, Parenting and School System.	20-Nov2017	10:00 AM	20-Nov2017	12:00 PM	Rockdale Library	
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	20-Nov2017	10:00 AM	20-Nov2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	21-Nov2017	6.30pm	21-Nov2017	9:30 PM	Rockdale Town Hall	\$4,000
Lebanese Flag Raising	A flag raising hosted by Council at the request of the Lebanese Community	22-Nov2017	6:30 PM	22-Nov2018	9:30 PM	Rockdale Forecourt	\$500
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	25-Nov2017	9:00 AM	25-Nov2017	12:00 AM	Stotts Reserve	Salary
Housebound Christmas Party	This event is for people who cannot get out and about. They are bused to the community centre and given a Christmas Lunch, there is entertainment and the local preschool comes along and sings carols.	28-Nov2017	11.00am	28-Nov2017	2:00 PM	Eastlakes Community Hall	\$9,000
BHT Christmas/AGM Function	Christmas Celebrations & AGM for BHT	30-Nov2017	6:30 PM	30-Nov2017	9:00 PM	Bonnie Doon Golf Club	\$20,000
Launch of the 2017/2018 Summer Reading Club	National Summer Reading Program targeted at pre-school, primary and secondary school children.	01-Dec2017	TBA	01-Dec2017	TBA	Branch Libraries	
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	01-Dec2017	10:30 AM	01-Dec2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Carols by the Sea	A free community celebration at the end of the year with sing-a-longs and carols for all ages on the beach at Brighton Le Sands.	02-Dec2017	6:00 PM	02-Dec2017	9:00 PM	Lady Robinsons Beach	\$37,000
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	02-Dec2017	9:00 AM	02-Dec2017	12:00 AM	Lambert Road Reserve	Salary
Composting and Worm Farming	Composting and worm farming takes up very little space, is good for the environment, creates nutrients for your garden and is dead easy! Come and find out how easy at this free Council workshop. Afterwards you can purchase a compost and/or worm farm at 50% off.	02-Dec2017	TBC	02-Dec2017	TBC	Rockdale Community Nursery	\$0
Access All Areas Film & Official Launch of the International Day of People with a Disability Art Exhibition	Celebrate International Day of People with a Disability with a screening of Australian & International short films, featuring a mix of animations, documentaries and live action films. You can also enjoy a preview of the 2017 Art Exhibition which features works from local disability organisations, schools and artists celebrating the achievements and contributions of people living with a disability.	04-Dec2017	10:00 AM	04-Dec2017	12:00 PM	Alf Kay Community Centre, Eastlakes	TBC
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Dec2017	11:30 AM	04-Dec2017	2:30 PM	San Souci Library	Staff Hours
Seniors Christmas Party	Celebration of Christmas for Seniors	05-Dec2017	5:00 PM	05-Dec2018	8:00 PM	Coronation Hall	\$25,000
the BIG Story Time Christmas Party	Attended by customers and their children who attend story time at the libraries throughout the year.	05-Dec2017	TBC	05-Dec2017	TBC	Town Hall - Which town hall?	
1st Wednesday Book Group	Every month the group discusses a set book.	06-Dec2017	10:30 AM	06-Dec2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	06-Dec2017	5:00 PM	06-Dec2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mayor's Christmas Party	End of year celebration hosted by the Mayor.	07-Dec2017	TBC	07-Dec2017	TBC	The Grand Roxy [Tentatively Booked]	\$35,000
Access All Areas Film Festival - Encore Rockdale Screening	Celebrate International Day of People with a Disability with an encore screening of Australian & International short films, featuring a mix of animations, documentaries and live action films.	08-Dec2017	12:00 PM	08-Dec2017	1:30 PM	Rockdale Library, Lvl 3	TBC
Carols in the Park	This is a community event to celebrate the festive season. It is a combination of Carols in the Park (COBBC) and Christmas in King Street Place (RCC).	09-Dec2017	6:00 PM	09-Dec2017	8:00 PM	Mascot Memorial Park	\$60,000
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	09-Dec2017	9:00 AM	09-Dec2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	
Free Child Restraint Check & Fitting Day		12-Dec2017	10:00 AM	12-Dec2017	3:00 PM	Council Car park above o	\$850 per fitting day
Business and Community Christmas Party	TBA	14-Dec2017	6.00PM	14-Dec2017	9.00PM	Coronation Hall	

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	14-Dec2017	10:30 AM	14-Dec2017	1:30 PM	San Souci Library	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	15-Dec2017	10:30 AM	15-Dec2017	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	16-Dec2017	9:00 AM	16-Dec2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	Staff Hours
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	16-Dec2017	12:00 PM	16-Dec2017	4:45 PM	Rockdale Library	Staff Hours
School Holiday Program	A program of activities for school aged children across all library branches.	16-Dec2017	TBC	29-Jan2018	TBC	Across Rockdale City	TBC
Library's Multicultural Community Morning	TBC	18-Dec2017	10:00 AM	18-Dec2017	12:00 PM	Rockdale Library Meeting Room 3.2	
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	18-Dec2017	10:00 AM	18-Dec2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
New Year's Eve Family Fireworks	Thousands of friends and families descend onto Cook Park and around the Botany Bay Foreshore to enjoy a picnic and watch the fireworks.	31-Dec2017	9:00 PM	31-Dec2017	9:20 PM	Kyeemagh to Dolls Point	\$250,000
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	06-Jan2018	9:00 AM	06-Jan2018	12:00 AM	Lambert Road Reserve	Salary
Summerama Rockdale Wetlands Tour x 2 workshops	Local environmentalist Dr Arthur White conducts this annual tour to various wetland sites throughout the City of Rockdale. The tour will take in the Eve St Wetland, home of the endangered Green and Golden Bell frog, the Landing Lights Wetland which is important to various migrating birds and the intertidal wetland at Ramsgate located within the Hawthorne Street Natural Area which is listed by the State Government as an Endangered Ecological Community.	13-Jan2018	TBC	20-Jan2018	TBC	Throughout the City of Rockdale	\$700 + EPO TIL
Bird Watching Breakfast and Planting Event at Landing Lights Wetland	Bird expert Phil Straw will lead people around Landing Lights wetland to spot the many coastal birds that use this site for habitat and hopefully catch a glimpse of the Sharp tailed Sandpiper who have travelled from Siberia to feed at this wetland. Event will be followed up by a light breakfast and planting event.	16-Jan2018	TBC	16-Jan2018	TBC	Landing Lights Wetlands	\$700 + ES & ESC TIL
Rockdale Wetlands Tour	TBC	19-Jan2018	TBC	19-Jan2018	TBC	TBC	TBC
Australia Day Grants Program	As part of the Australia Day program, Council Offers Grants to local sporting organisations including SSROC regatta	26-Jan2018	N/A	26-Jan2018	N/A	N/A	\$2900 (\$1900 Regatta + \$500 x 2 Clubs)

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Citizen of the Year Awards	The Citizen of the Year Award is predominately run by local government across the states of Australia. Broadly, it is a program rewarding community service at a local level and is administered through a nomination program, which is assessed by a local selection committee and/or Councillors, and Awards in the form of certificates and prizes are awarded at official Australia Day functions. Award Categories Citizen of the Year, Sports Person of the Year, Young Citizen of the Year. Applications Open in September and close End October	26-Jan2018	8:15am (Ceremony is part of the Australia Day Celebrations)	26-Jan2018	11:00 AM	Depena Reserve, Dolls Point	\$200
Australia Day	Activities include Citizenship, flag raising, Welcome to Country by the Koomurri Aboriginal Dancers, live entertainment, make your own Lamington, face painting and a drumming workshop	26-Jan2018	8:15 AM	26-Jan2018	12:30 PM	Depena Reserve	\$45,000
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	27-Jan2018	9:00 AM	27-Jan2018	12:00 AM	Stotts Reserve	Salary
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Monday during the year, excluding the summer holidays.	29-Jan2018	11:00 AM	25-Jun2018	11:45 AM	Bexley Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	San Souci Library	Staff Hours
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	30-Jan2018	10:30 AM	11-Apr2018	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	30-Jan2018	5:00 PM	11-Apr2018	6:00 PM	Arncliffe Library	TBC
Rockdale Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Tuesday excluding the summer holidays.	30-Jan2018	11:00 AM	26-Jun2018	11:45 AM	Rockdale Library	Staff Hours
Arncliffe Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	31-Jan2018	10:30 AM	11-Apr2018	11:00 AM	Arncliffe Library	Staff Hours
Bexley North Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	31-Jan2018	10:30 AM	11-Apr2018	11:00 AM	Bexley North Library	Staff Hours
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	31-Jan2018	10:00 AM	11-Apr2018	12:00 PM	Pindari Room Rockdale Town Hall	TBC
San Souci Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	31-Jan2018	10:30 AM	11-Apr2018	11:00 AM	San Souci Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Summer Reading Club	Close of the national summer reading club targeted at preschool, primary and secondary school children with prize-giving parties. Program aims to maintain reading skills over summer holidays and offer fun activities.	31-Jan2018	TBA	31-Jan2018	TBA	Branch Libraries	\$800
Citizenship Ceremony DATE not set	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	01-Feb2018	6:30 PM	01-Feb2018	9:30 PM	Rockdale Town Hall	\$4,000
Bexley North Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Tuesday excluding the summer holidays.	01-Feb2018	11:00 AM	28-Jun2018	11:45 AM	Bexley North Library	Staff Hours
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	01-Feb2018	10:00 AM	12-Apr2018	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	01-Feb2018	6:30 PM	12-Apr2018	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Story Time involves stories, songs and craft. Thursdays during school term.	01-Feb2018	11:00 AM	12-Apr2018	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	01-Feb2018	10:00 AM	12-Apr2018	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddler time	Toddler time involves stories, rhyme and song. Thursdays during school term.	01-Feb2018	10:30 AM	12-Apr2018	11:00 AM	Rockdale Library	Staff Hours
Wild Things: Native Bee Book talk with Dr Tim Heard	Dr Tim Heard is an entomologist, ex-CSIRO research scientist, and long-term keeper and promoter of Australia's native bees. In addition to conducting research and publishing scientific research papers, Tim has been keeping Australian native stingless bees for over 30 years and has developed new hive designs and techniques that allow better splitting and extraction of sugarbag and wax. He has been giving seminars and workshops on native bees since 1995. This event will discuss native bees in general, their diversity and beauty, why they are so popular and appreciated by people, their role in the world and the risks they face. The second part will be more of an author's story of how the book came about, who contributed, the challenges that had to be overcome.	01-Feb2018	6:30 PM	01-Feb2018	7:45 PM		\$600
Arncliffe Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Thursday excluding the summer holidays.	02-Feb2018	11:00 AM	29-Jun2018	11:45 AM	Arncliffe Library	Staff Hours
Eastgardens Library Rhyme Time	Ideal for babies and toddlers. Fridays during school term.	02-Feb2018	10:30 AM	13-Apr2018	11:00 AM	Eastgardens Library	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	02-Feb2018	10:30 AM	02-Feb2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
San Souci Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Fridays during the year, excluding the summer holidays.	02-Feb2018	11:00 AM	29-Jun2018	11:45 AM	San Souci Library	Staff Hours
Cahill Park Opening	To celebrate the opening of Cahill Park	03-Feb2018	11:30 AM	03-Feb2018	1:00 PM	Cahill Park	TBA

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	03-Feb2018	9:00 AM	03-Feb2018	12:00 AM	Lambert Road Reserve	Salary
Native Plant Seed Propagation	TBC	03-Feb2018	TBC	03-Feb2018	TBC	TBC	TBC
Wild Things: Native Bee Workshop with Dr Tim Heard	<p>Did you know that you can keep hives of native stingless bees in warmer areas of NSW, including Sydney?</p> <p>In this workshop, entomologist Dr Tim Heard will teach you how. This workshop alternates between slide presentations and a practical session to build a strong foundation of knowledge and experience. His stunning slide presentation will cover the topics of bee nesting biology, bee foraging biology, diversity of wild bees, importance of bees in natural systems, traditional stingless beekeeping around the world, modern stingless beekeeping in Australia, using stingless bees for pollination of gardens and farms, sugarbag honey and its properties, rescuing bees threatened in the wild, and more.</p> <p>In the practical session of this workshop, we will open a hive and observe the amazing structures within. We will divide the hive into two halves showing the process of colony propagation.</p> <p>About the presenter: Dr Tim Heard is an entomologist, ex-CSIRO research scientist, and also a long term stingless bee keeper and promoter of native bees. He transferred his first hive from a cut down tree to a wooden box in 1985. Tim now keeps more than 300 hives of three species around south east Queensland, obtained by rescuing threatened wild hives and dividing existing hives. Tim completed his university doctoral studies on using these bees for crop pollination. He has developed new hive designs that allow for easy propagation and sustainable extraction of honey, without harming the colony. He has presented workshops and seminars for more than 20 years on bees in general and keeping stingless bees in particular.</p>	04-Feb2018	10:00 AM	04-Feb2018	4:00 PM		\$600
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	05-Feb2018	11:30 AM	05-Feb2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	07-Feb2018	10:30 AM	07-Feb2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	07-Feb2018	5:00 PM	07-Feb2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	08-Feb2018	10:30 AM	08-Feb2018	1:30 PM	San Souci Library	Staff Hours
Talking Frogs	TBC	10-Feb2018	TBC	10-Feb2018	TBC	TBC	TBC
Serbian Flag Raising	A flag raising hosted by Council at the request of the Serbian Community	12-Feb2018	TBC	12-Feb2018	TBC	Rockdale Administration Forecourt	\$500

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lunar New Year - Workshops	A series of workshops to celebrate Lunar New Year: Palace Lantern making; Chinese calligraphy; Brush painting; Origami/Paper flowers	12-Feb2018	Extended Program	16-Feb2018	Extended Program	Rockdale City Library	\$800
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	16-Feb2018	10:30 AM	16-Feb2018	1:30 PM	Eastgardens Library	Staff Hours
Lunar New Year - Twilight Festival	Twilight Event: Brown Earth Dog Activities include Chinese themed stalls and dining, entertainment, Lion & Dragon Dance & Eye Dotting and Asian Food Stalls.	17-Feb2018	4:00 PM	17-Feb2018	9:00 PM	Daceyville Gardens	\$45,000
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	19-Feb2018	10:00 AM	19-Feb2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Embassy of Lebanon Reception	Civic Reception to welcome newly appointed Ambassador to the Embassy of Lebanon, ACT	23-Feb2018	6:30 PM	23-Feb2018	10:30 PM	Rockdale Town Hall	
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	24-Feb2018	9:00 AM	24-Feb2018	12:00 AM	Stotts Reserve	salary
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide the Botany Bay City Council with an opportunity to officially welcome our new citizens to our community.	21-Feb2018	6:30 PM	01-Mar2018	9:30 PM	Rockdale Town Hall	\$4,000
Harmony Week: Arabic Tea Ceremony	Tea ceremony held during Harmony Week, March 2018.	02-Mar2018	10:00 AM	02-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.2	TBC
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	02-Mar2018	10:30 AM	02-Mar2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	03-Mar2018	9:00 AM	03-Mar2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	03-Mar2018	12:00 PM	03-Mar2018	4:45 PM	Rockdale Library	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	05-Mar2018	11:30 AM	05-Mar2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	07-Mar2018	10:30 AM	07-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	07-Mar2018	5:00 PM	07-Mar2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
International Women's Day	TBC - Lunch/ Workshop for Council Staff? With a focus on Women?	08-Mar2018	TBC	08-Mar2018	TBC	Council Admin Building	\$350
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	08-Mar2018	10:30 AM	08-Mar2018	1:30 PM	San Souci Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
The Multicultural Fair	The Multicultural Fair 2018 celebrates the cultural diversity in the Bayside community with culinary delights, arts and crafts, live music as well as information stalls about local services and opportunities. Families can enjoy free rides, roving performers, free face painting and an immersive main stage program featuring local performers and entertainers.	10-Mar2018	11:00 AM	10-Mar2018	3:00 PM	Eastlakes Reserve	\$40,000
Harmony Week: Chinese Tea Ceremony	Tea ceremony held during Harmony Week, March 2018	10-Mar2018	10:00 AM	10-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.2	
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	11-Mar2018	9:00 AM	11-Mar2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC
Seniors Month Activities	Program of seniors events and activities	13-Mar2018	Extended Program	14-Apr2018	Extended Program	Various Locations	\$20,000
Language Information Session		14-Mar2018	6:00 PM	14-Mar2018	7:30 PM	TBA	Staff Time and refreshments
Harmony Week: Bengali & Nepalese Ceremonies	Tea ceremony held during Harmony Week, March 2018	16-Mar2018	10:00 AM	16-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.2	
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	16-Mar2018	9:00 AM	16-Mar2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	16-Mar2018	10:30 AM	16-Mar2018	1:30 PM	Eastgardens Library	Staff Hours
The Botany Bay Gift	Botany Bay Gift, an event in the early stages of revival organised by NSW Athletics league	19-Mar2018	10:30 AM	19-Mar2018	12:30 PM	Hensley Athletics Field	\$5,000
Helping Learner Drivers Workshop	2 hour free workshop for parents and supervisors of learner drivers. 2 workshops held per year as part of Local Government Road Safety Program	19-Mar2018	6:30 PM	19-Mar2018	8:30 PM	Pindari Room Town Hall Rockdale	Approx. \$1000 per workshop (includes St George Leader advertisement, workshop facilitator fee and catering costs).
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	19-Mar2018	10:00 AM	19-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Free Child Restraint & Fitting Day	Free child restraint inspection and check service for parents/carers of children aged 0-7 to have seats inspected and/or fitted by authorised RMS fitter as part of Council's Road Safety Program. 4 fitting days held each year.	20-Mar2018	10:00 AM	20-Mar2018	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day for RMS authorized fitter for 5 hours of inspections/fitting s

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Harmony Day	What is the program?Harmony Day, 21 March, celebrates Australia's cultural diversity. It's about inclusiveness, respect and a sense of belonging for everyone. It is a day for our community to embrace cultural diversity and to share what we have in common. The central message for Harmony Day is that 'everyone belongs', reinforcing the importance of inclusiveness to all Australians.	21-Mar2018	All day	21-Mar2018	All day	Various Locations	\$500
Greek Flag Raising	A flag raising hosted by Council at the request of the Greek Community	23-Mar2018	6:30 PM	23-Mar2018	9:30 PM	Rockdale Forecourt	\$500
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	24-Mar2018	9:00 AM	24-Mar2018	12:00 AM	Stotts Reserve	Salary
Free Child Restraint Check & Fitting Day		27-Mar2018	10:00 AM	27-Mar2018	3:00 PM	Westfield Eastgardens Ground Level Carpark	\$850 per fitting day to pay fitter for 5 hours of inspections/fitting s
National Youth Week Event	What is the program?National Youth Week (NYW) is the largest celebration of young people in Australia. In partnership with the Youth Council and Youth Organisations we plan activities to celebrate the role young people play in our communities.	01-Apr2018	Extended Program	09-Apr2018	Extended Program	Various	\$5,500
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	02-Apr2018	11:30 AM	02-Apr2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	04-Apr2018	10:30 AM	04-Apr2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	04-Apr2018	5:00 PM	04-Apr2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Greek Easter	Community run event supported by council to celebrate Greek Orthodox Church	05-Apr2018	6:00 PM	06-Apr2018	3:00 AM	Greek Orthodox Church	\$12,000
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	06-Apr2018	10:30 AM	06-Apr2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	07-Apr2018	9:00 AM	07-Apr2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	07-Apr2018	12:00 PM	07-Apr2018	4:45 PM	Rockdale Library	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	07-Apr2018	9:00 AM	07-Apr2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC

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Bayside Arts Festival	Series of arts and culturally focused events during a month long program. ROGAP: Sculptures By The Bay, CamerART, St George Arts & Cultural Forum, and individual workshops, including photography, song writing, and art therapy.	08-Apr2018	Extended Program	04-May2018	Extended Program	Various locations across LGA including Cook Park	\$30,000
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	12-Apr2018	10.30am	12-Apr2018	1:30 PM	San Souci Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	14-Apr2018	9:00 AM	14-Apr2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	14-Apr2018	TBC	30-Apr2018	TBC	Across Rockdale City	TBC
stART	The Bayside Arts Festival kicks off on Sunday 9 April when stART, a free community celebration of art, crafts and creativity sets to kick start your inner artist. stART is a family event celebrating the inner artist in all of us, where you can: build something great in the LEGO tent, make fun things from recycled materials with The Bower, perform and be entertained in the circus playground, make a calligraphy design, sketch drawing and paint on clay tiles in our workshops, get your imagination going at our pop up library living room and see wood turning in action	15-Apr2018	11:30 AM	15-Apr2018	3:30 PM	Cook Park, Kyeemagh	\$15,000
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Apr2018	10:00 AM	16-Apr2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	20-Apr2018	10:30 AM	20-Apr2018	1:30 PM	Eastgardens Library	Staff Hours
ANZAC March	ANZAC Day March followed by Ceremony, hosted by Mascot RSL with support from Council	22-Apr2018	2:15 PM	22-Apr2018	4:00 PM	Mascot Library Carpark	\$10,000
ANZAC Day - Dawn Service	ANZAC Dawn Service followed by Community breakfast and VIP breakfast for Vetrans hosted by Council in conjunction with Botany RSL	25-Apr2018	6:00 AM	25-Apr2018	9:30 AM	Booralee Park	\$105,000
Yamatsuri - Sister City Visit	Yamatsuri is a Sister City of Council in Japan. Each year students from the school in Yamatsuri visit Rockdale and are involved in an exchange or meet and greet with local schools.	27-Apr2018	TBA	27-Apr2018	TBA	Various Local Schools	\$5,000
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	28-Apr2018	9:00 AM	28-Apr2018	12:00 AM	Stotts Reserve	Salary
Citizenship Ceremony DATE not set	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	01-May2018	TBC	01-May2018	TBC	Rockdale Town Hall	\$4,000
1st Wednesday Book Group	Every month the group discusses a set book.	02-May2018	10:30 AM	02-May2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	02-May2018	5:00 PM	02-May2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Arncliffe Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	03-May2018	10:30 AM	04-Jul2018	11:00 AM	Arncliffe Library	Staff Hours

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Bexley North Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	03-May2018	10:30 AM	04-Jul2018	11:00 AM	Bexley North Library	Staff Hours
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	03-May2018	10:00 AM	04-Jul2018	12:00 PM	Rockdale Library	TBC
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	03-May2018	10:00 AM	05-Jul2018	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	03-May2018	6:30 PM	05-Jul2018	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Story Time involves stories, songs and craft. Thursdays during school term.	03-May2018	11:00 AM	05-Jul2018	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	03-May2018	10:00 AM	05-Jul2018	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	03-May2018	10:30 AM	05-Jul2018	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	03-May2018	10:30 AM	04-Jul2018	11:00 AM	San Souci Library	Staff Hours
Family Day Care Week		04-May2018	4:30 PM	04-May2018	6:30 PM	Family Day Care	Staff hours
Eastgardens Library Rhyme Time	Ideal for babies and toddlers. Fridays during school term.	04-May2018	10:30 AM	06-Jul2018	11:00 AM	Eastgardens Library	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	04-May2018	10:30 AM	04-May2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	05-May2018	9:00 AM	05-May2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	05-May2018	12:00 PM	05-May2018	4:45 PM	Rockdale Library	Staff Hours
Garden Party for Seniors	A sit down meal and Entertainment for Seniors in Sir Joseph Banks Park	06-May2018	11:00 AM	06-May2018	2:00 PM	Sir Joseph Banks Park	\$300,000
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Rockdale Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	07-May2018	11:30 AM	07-May2018	2:30 PM	San Souci Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	San Souci Library	Staff Hours
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	08-May2018	10:30 AM	03-Jul2018	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	08-May2018	5:00 PM	03-Jul2018	6:00 PM	Arncliffe Library	TBC
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	10-May2018	10:30 AM	10-May2018	1:30 PM	San Souci Library	Staff Hours
Volunteers Recognition/High Tea	A celebration to recognise the volunteers supporting Bayside Council services and initiatives	12-May2018	11:30 AM	12-May2018	1:30 PM	Graphic Arts Club	\$12,000
Trees for Mum (Mothers Day)	A community tree planting activity on Mother's Day. The location is determined by Manager of Parks and Gardens.	13-May2018	10:30 AM	13-May2018	1:30 PM	TBC	TBC
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	14-May2018	9:00 AM	14-May2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	18-May2018	10:30 AM	18-May2018	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	19-May2018	9:00 AM	19-May2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
Albie Thomas Rockdale Fun Run	The Albie Thomas Rockdale Fun Run, named in honour of Albie's contribution to this event. The event consists of a 5km Fun Run/Walk along the Botany Bay foreshore. Funds raised from the Fun Run are donated to the Knights of St George Association for the St George Hospital Cardiac Surgery Unit.	20-May2018	11:45 AM	20-May2018	2:00 PM	Depena Reserve, Dolls Point	\$3,000
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	21-May2018	10:00 AM	21-May2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Free Child Restraint Check & Fitting Day		22-May2018	10:00 AM	22-May2018	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day to pay fitter for 5 hours of inspections/fitting s
Lionel Bowen Scholarship Program	The scholarship is offered annually, at the discretion of the Trustees to a student who lives within the Bayside City Council community to assist the recipient in the first years of his or her full time tertiary studies or special research. It is not tied to any particular discipline. Applications open December and close March. The recipient will be rewarded in \$3000 in assistance for books. The award presentation evening will take place prior to the Council meeting.	24-May2018	6:30 PM	24-May2018	8:30 PM	TBC	\$6,000 (\$3,000 scholarship +\$3,000 catering)

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Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	26-May2018	9:00 AM	26-May2018	12:00 AM	Stotts Reserve	Salary
IFTAR Dinner	A dinner hosted by Council to recognise the Muslim community participating in Eid Ramadan	31-May2018	5:00 PM	31-May2018	8:00 PM	Rockdale Town Hall	\$15,000
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	01-Jun2018	10:30 AM	01-Jun2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Road Reserve	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	02-Jun2018	9:00 AM	02-Jun2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	02-Jun2018	12:00 PM	02-Jun2018	4:45 PM	Rockdale Library	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Jun2018	11:30 AM	04-Jun2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	06-Jun2018	10:30 AM	06-Jun2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	06-Jun2018	5:00 PM	06-Jun2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	10-Jun2018	9:00 AM	10-Jun2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC
Free Child Restraint Fitting & Check Day	Free child restraint inspection and check service for parents/carers of children aged 0-7 to have seats inspected and/or fitted by authorised RMS fitter as part of Council's Road Safety Program. 4 fitting days held each year.	12-Jun2018	10:00 AM	12-Jun2018	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day for RMS authorized fitter for 5 hours of inspections/fitting s
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	14-Jun2018	10:30 AM	14-Jun2018	1:30 PM	San Souci Library	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	15-Jun2018	10:30 AM	15-Jun2018	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	16-Jun2018	9:00 AM	16-Jun2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	18-Jun2018	10:00 AM	18-Jun2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	23-Jun2018	9:00 AM	23-Jun2018	12:00 AM	Stotts Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	30-Jun2018	12:00 PM	30-Jun2018	4:45 PM	Rockdale Library	Staff Hours
RSL in NSW 100 Years Commemorative Morning Tea	Commemorative Morning Tea for Returned Services Men and Women	01-Nov2018	TBC	01-Nov2018	TBC	Mascot Library	\$20,000
Mayoral Christmas Party	Mayor hosts a christmas celebration dinner.	07-Dec2018	6:00 PM	07-Dec2018	10:00 PM	The Grand Roxy	\$35,000
Business and Community Christmas Party	Celebrate Christmas for the Businesses and Community Groups in the Bayside LGA	14-Dec2018	6:00 PM	14-Dec2018	9:00 PM	Coronation Hall	\$30,000
Bayside 1st Birthday Bash	Bayside Council is turning 1! An internal event celebrating the achievements and accomplishments of the new organisation. Includes an awards presentation, BBQ and staff photo.	07-Sept2017	12:00 PM	07-Sept2017	3:30 PM	Cahill Park	TBC
Enviornmental Workshop - TBA	Information workshop for residents.	August TBA	TBA	August TBA	TBA	TBA	\$650 + EPO TIL
Enviornmental Workshop - TBA	Information workshop for residents.	July TBA	TBA	TBA	TBA	TBA	\$650 + EPO TIL

Event Sponsorship Opportunities 2018



Looking to grow your business?

Why not join Bayside Council
at one of their premier events
for 2018.

Extend your reach and recognition
with a event sponsorship.

From the Mayor

Bayside Council is proud to host a range of events throughout the year with a focus on our local businesses and communities.

With an aim to enhance the events, provide value for money to the community and to provide opportunities for business to engage with residents, Council has made a range of opportunities available for businesses to get involved.

Each event has a range of packages available with varying costs, this provides more flexibility for your business.

Why sponsor events?

We do not see your sponsorship as a donation, but as a cost effective promotional tool for your business. There are several benefits that can be gained by businesses who sponsor events;

- Increase your brand awareness with the inclusion of your branding in the marketing materials and with signage throughout the event
- By attending as a sponsor you can engage one-on-one with potential clients, generate leads and make contacts while giving them a taste of your business
- Sponsoring an event can showcase your business as a good corporate citizen by showing that you support the community.
- Get value for money with your logo on event collateral
- Staff engagement opportunities provides a chance for your staff to get out and meet the community.

Bayside Council's Marketing Strategies

A comprehensive marketing strategy informs residents, businesses, community groups and visitors. Promotion of each event is designed to engage all businesses and residents of Bayside, as well as people Sydney-wide. Marketing campaigns vary for each event to suit the objectives, scale and locale of the event. Aspects of the below will be used.

Community Newsletter

Events are promoted in the Bayside Council News, a community newsletter with a print run of 60,000.

Website

Events are advertised and promoted on Council's website. Your company logo could be included. Most of Council's major events are also listed on event websites such as visitnsw.com

Social Media: Facebook, Twitter

Events are promoted and advertised on Council's Facebook and Twitter pages.

Banners and Flags

Event banners and flags are flown from Council's flagpoles:

- Banner location on Grand Parade - Approximately 60,000 motorists pass week-daily
- Banner location on Princes Highway- Approximately 20,000 motorists pass week-daily
- Over 70 flags located in key locations throughout the LGA

Print media

Press releases are distributed to local and metropolitan media outlets. Print ads targeted to the location of the event.

Direct mail

Flyers are letterbox dropped for each event to residents in the surrounding suburbs.

Council Information Centres/Libraries

Leaflets, brochures and/ or posters are displayed in Council's Libraries, Community Halls and Customer Service Centres.

On-Hold Phone Messages

Each event is promoted on our customer service line on-hold service.







Bayside Multicultural Fair – 10 March

Celebrate the diverse cultures of Bayside at this annual event. Put your business in front of the 4,000+ attendees at Eastlakes Reserve, Eastlakes as they experience a world of tastes, smells and sounds.

	Gold \$5,000	Silver \$3,000	Bronze \$1,500
Acknowledgement by MC and in Council official welcome speech	Y	Y	Y
Company logo featured on all marketing collateral	Y	Y	
Company mention in the Bayside Council News	Y	Y	
Your marketing collateral available at the event	Y	Y	
3x3m marquee to use for your promotional activities	Y		
Fete stall to use for your promotional activities		Y	Y
Mention of company sponsorship in media releases	Y		
Signage displayed at event	Y	Y	
Post-event recognition on Council's website and social media	Y	Y	Y

stART – 15 April

stART is a free event for all ages featuring craft workshops, art displays by local artists, live music and activities.

	Gold \$3,000	Silver \$2,000	Bronze \$1,000
Acknowledgement by MC and in Council official welcome speech	Y	Y	Y
Company logo featured on all marketing collateral	Y	Y	
Company mention in the Bayside Council News	Y	Y	
Your marketing collateral available at the event	Y	Y	
3x3m marquee to use for your promotional activities	Y		
Fete stall to use for your promotional activities		Y	Y
Mention of company sponsorship in media releases	Y		
Signage displayed at event	Y	Y	
Post-event recognition on Council's website and social media	Y	Y	Y

Anzac Day Dawn Service Breakfast – 25 April

Each year Council recognises those that served by hosting the Dawn Service Breakfast held Mascot Memorial Park. Following the service there is a sit down breakfast for 100 veterans and dignitaries plus BBQ for up to 500 members of the public.

	Gold \$3,000	Silver \$1,000
Acknowledgement by MC and in Council official welcome speech	Y	Y
Company logo featured on all marketing collateral	Y	Y
Referred to as Major Sponsor	Y	
Company mention in the Bayside Council News	Y	Y
Mention of company sponsorship in media releases	Y	
Post-event recognition on Council's website and social media	Y	Y

Bayside Garden Competition – September

This annual competition provides the opportunity for local residents, schools and businesses to showcase their gardens and compete for the nine categories up for grabs. Each category has a prize of a trophy and a prize (cash and/or voucher) to the value of \$500. Entries open in July and close early September, with winners are announced at the Awards evening in November. Marketing for the competition includes a flyer mail-out to all residents of the Bayside LGA.

	Gold \$2,000	Silver \$1,000	Bronze \$500
Acknowledgement by MC and in Council official welcome speech	Y	Y	Y
Company logo featured on all marketing collateral	Y	Y	
Referred to as Major Sponsor	Y		
Present Garden of the year award alongside Mayor	Y		
Company mention in the Bayside Council News	Y	Y	
Logo on entry form	Y	Y	Y
Mention of company sponsorship in media releases	Y		
Signage displayed at awards evening	Y	Y	
Post-event recognition on Council's website and social media	Y	Y	Y





A Taste of Mascot – 21 October

A Taste of Mascot is a favourite event of both visitors and locals, with a huge range of food stalls, cooking demonstrations, and entertainment. A Taste of Mascot is a relaxed and fun day for everyone who enjoys great food, wine & beer and music. Approximately 6,000 people attended last year.

	Gold \$7,500	Silver \$5,000	Bronze \$2,500
Acknowledgement by MC and in Council official welcome speech	Y	Y	Y
Company logo featured on all marketing collateral	Y	Y	
Company mention in the Bayside Council News	Y	Y	
Your marketing collateral available at the event	Y	Y	
3x3m marquee to use for your promotional activities	Y		
Fete stall to use for your promotional activities		Y	Y
Mention of company sponsorship in media releases	Y		
Signage displayed at event	Y	Y	
Post-event recognition on Council's website and social media	Y	Y	Y
Opportunity to present on the Kitchen Stage			

Carols in the Park – 1 December

Join 2000+ patrons in Mascot Memorial Park for an evening of carols and Christmas celebrations. Featuring local performers singing some of your favourite Christmas songs, Christmas gift markets and a community fundraiser BBQ.

	Gold \$5,000	Silver \$3,000	Bronze \$1,500
Acknowledgement by MC and in Council official welcome speech	Y	Y	Y
Company logo featured on all marketing collateral	Y	Y	
Company mention in the Bayside Council News	Y	Y	
Your marketing collateral available at the event	Y	Y	
3x3m marquee to use for your promotional activities	Y		
Fete stall to use for your promotional activities		Y	Y
Mention of company sponsorship in media releases	Y		
Signage displayed at event	Y	Y	
Post-event recognition on Council's website and social media	Y	Y	Y

Carols by the Sea – 8 December

Enjoy Christmas under the stars at the beautiful beachside setting on Lady Robinsons Beach at Brighton Le Sands. This fun family event held on the first Saturday of December includes entertainment from local performers, church groups, a special guest appearance by Santa and attracts about 2500 people.

	Gold \$5,000	Silver \$3,000	Bronze \$1,500
Acknowledgement by MC and in Council official welcome speech	Y	Y	Y
Company logo featured on all marketing collateral	Y	Y	
Company mention in the Bayside Council News	Y	Y	
Your marketing collateral available at the event	Y	Y	
3x3m marquee to use for your promotional activities	Y		
Fete stall to use for your promotional activities		Y	Y
Mention of company sponsorship in media releases	Y		
Signage displayed at event	Y	Y	
Post-event recognition on Council's website and social media	Y	Y	Y

Bayside Family Fireworks, New Year's Eve – 31 December

Be part of the second largest fireworks show in Sydney. Celebrate the Eve of the New Year on the picturesque beachfront stretching 5km from Kyeemagh to Ramsgate with a spectacular 15 minute fireworks display in the bay at Brighton Le Sands. With a crowd of over 80,000, this is Bayside Councils largest event of the year.

	Gold \$20,000	Silver \$10,000	Bronze \$5,000
Conduct 'countdown' with the Mayor (NYE fireworks only)	Y		
Photo opportunities with Mayor/VIPs (pending availability)	Y		
VIP area benefits – Premier access and viewing	Y		
Exclusive rights to offer people a gift from your business	Y		
Logo on Council's event webpage and social media pages	Y	Y	Y
Company logo featured on all marketing collateral	Y	Y	
Company mention in the Bayside Council News	Y	Y	
Your marketing collateral available at the event	Y	Y	
3x3m marquee to use for your promotional activities	Y	Y	
Fete stall to use for your promotional activities			Y
Mention of company sponsorship event in media releases	Y	Y	
Signage displayed at event	Y	Y	
Post-event recognition on Council's website and social media	Y	Y	Y





Custom Packages

We understand that the packages as stated may not suit every business type. Council is willing to negotiate a custom package to suit your business needs or current promotions. Please let us know if there is anything we can do to facilitate your involvement.

For those sponsoring more than one event per calendar year, there is a 10% discount for each sponsorship after the first.

Taking Up the Opportunity

For more information on individual events, or to get involved, please contact Mark Goddard at Council's Events Team on 9562 1845 or Email events@bayside.nsw.gov.au

Upon acceptance of your involvement, a confirmation letter will be forwarded to your company for signature. On return of this letter, an invoice will be issued for the full amount. Payment is to be made prior to the date of the event.

Conditions of Sponsorship

Bayside Council is committed to ensuring that any sponsorship arrangements to which Council is a party, whether by accepting either financially and/or in-kind are transparent and conducted in an ethical and lawful manner. Council's sponsorship arrangements should benefit the community and assist Council in providing services and programs to its community. The sponsorship agreement must adhere to Council's Sponsorship Policy in which some of the key points are outlined below:

- ◆ The ten sponsorship principles of ICAC and the Model Code of Conduct must be adhered to.
- ◆ Sponsorship arrangements which could limit, or be seen to limit, Council's ability to carry out its functions fully and impartially shall not be entered into.
- ◆ A sponsorship relationship will not impact on how Council exercises its regulatory and inspection functions.
- ◆ There must be no real or apparent conflict between the objectives and mission of the sponsor and Council.
- ◆ Sponsorship of Council activities will not involve explicit endorsement of the sponsor or the sponsor's products.
- ◆ Where sponsorship involves the provision of a sponsor's product, Council will still evaluate the product for its fitness for the stated purpose against relevant and objective operational criteria.
- ◆ Sponsor logo and text size are subject to final artwork and as set out in the agreement. Every care will be taken to produce the correct logo or text colours however cannot be guaranteed.
- ◆ Councillors and staff are not permitted to receive a personal benefit from sponsorship arrangements.
- ◆ The sponsoring organisation must be compatible with Council's values, must agree to the sponsorship benefits offered, must not be involved in conflict with Council and must be seen to have the capacity to fulfil its sponsorship obligations.
- ◆ The sponsorship arrangement must benefit both parties.

Sponsorship is not refunded if the event is cancelled due to adverse weather.

Helium balloons are not permitted at Bayside Council events.

Copies of Council's Sponsorship Policy and Model Code of Conduct for Local Councils in NSW are available upon request.

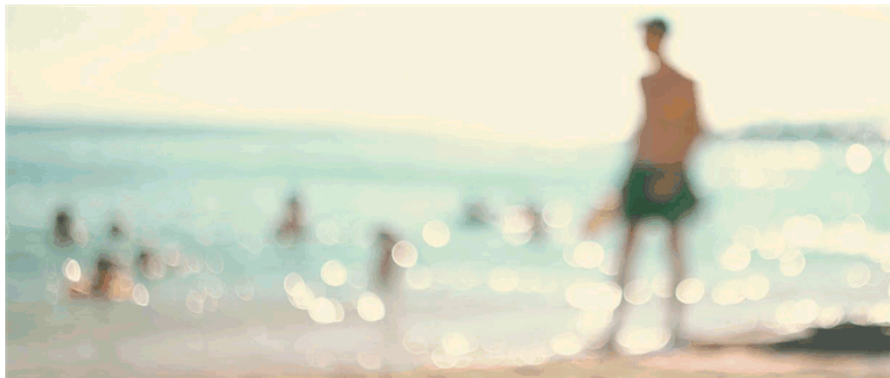
www.bayside.nsw.gov.au/events





Event Sponsorship Policy

Draft



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File: ???/??? Document: ???/???
Class of document: Council Policy / Administrative Policy

Enquiries: Manager ????



Telephone Interpreter Services - 131 450 Τηλεφωνικός Υπηρεσιός Διαμεγνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

Sponsorship Policy

2

Contents

1	Introduction	4
1.1	Background	4
1.2	Definitions	4
1.3	Policy statement	5
1.4	Scope of policy	5
2	Policy	5
2.1	Policy principles	5
3	Policy implementation	7
3.1	Policy responsibilities	7
3.2	Procedures	7
3.3	Breaches	8
4	Document control.....	8
4.1	Review	8
4.2	Related documents	8
4.3	Version history	8
Appendix 1 – Styles		Error! Bookmark not defined.

1 Introduction

1.1 Background

Bayside Council is committed to deliver a range of programs, activities and events promised to the community to further the Community Strategic Plan and as part of its Delivery Program and Annual Operational Plans. Council recognises that sponsorships may provide an additional resource to support suitable programs, activities or events.

The purpose of this policy is to establish a consistent, appropriate and transparent approach to the way in which Bayside Council seeks, obtains and manages sponsorship for its activities, programs and events.

1.2 Definitions

Benefit for Council: Resources (including funds) gained by Council to enhance or offset the cost of producing and promoting Council events, programs and services for overall community benefit in furthering the Community Strategic Plan and Delivery Program.

Benefit for Sponsor: The benefits agreed to between the Sponsor and Council in the sponsorship agreement including branding, hospitality and advertising.

Community Benefit: The benefit to the community as a result of the sponsorship proposal.

Conflict of Interest: As defined in Council's Code of Conduct.

Council Official: As defined in Council's Code of Conduct.

Personal Benefit: As defined in Council's Code of Conduct and Gifts and Benefits Policy.

Project Leader: The person within the business unit responsible for the overall management of the sponsorship and/or responsible for the program, event or activity to which the sponsorship substantially relates.

Sponsor: Any organisation or individual providing resources to the Council for use in achieving Council objectives in return for specific benefits.

Sponsorship (as defined by ICAC): A commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits. Sponsorship can be provided:

- by the corporate sector or private individuals, in support of a public sector activity, or
- by the public sector in support of related and worthwhile private or public sector activities.

Sponsorship does not include:

- the selling of advertising space
- joint ventures
- consultancies
- grants (in regard to received sponsorship)

- receiving only a modest acknowledgement
- unconditional gifts, donations, bequests or endowments.

Sponsorship Agreement: A written contract or other legally binding document between the Sponsor and the Council that fully describes the full terms and conditions of the sponsorship including the benefits to Council and the Sponsor.

Sponsorship Plan: The framework capturing the sponsorship proposal and includes the nature of the program, activity or event, the level of sponsorship sought, the type of sponsorship sought ie monetary and/or in kind, the benefits to be offered and obtained and measurable outcomes to assess whether the sponsorship outcomes are met.

Sponsorship exclusions: Sponsorship proposals that are automatically excluded as a matter of Policy and not meeting the principles of the Policy because:

- The sponsor is in the business, or related to the business of, pornography, provision of sexual services, armaments and weapons manufacturing, tobacco, alcohol, addictive drugs or a political field.
- The sponsor has been found guilty of illegal or improper conduct by ICAC or any other legal authority;
- The sponsor is in the development industry.

1.3 Policy statement

Bayside Council supports open and transparent sponsorship arrangements with appropriate organisations, individuals, businesses and other public sector agencies to further its programs, activities and events to the community consistent with the Community Strategic Plan and Delivery Program in an ethical way. Council recognises that the public interest is best served by strict adherence to the ICAC principles in relation to sponsorships.

1.4 Scope of policy

This Policy applies to all sponsorship proposals received by the Council.

2 Policy

2.1 Policy principles

The Council's policy framework is based on the Independent Commission Against Corruption (ICAC) ten sponsorship principles.

1. Council will seek or accept sponsorship consistent with its Policy Statement and with organisations and individuals whose values align with Council's but that Council will not enter into sponsorships:

- With those defined as Sponsorship exclusions;
- With those that are, or may be, subject to regulation or inspection by Council during the life of the sponsorship unless alternative strategies are in place to effectively ensure that Council is able carry out its regulatory or inspection responsibilities in relation to sponsors that is, and is perceived to be, open, fair, accountable and impartial; or

- Where the sponsorship will create any actual or perceived conflicts of interest or will be seen to fetter Council's discretionary in the exercise of its regulatory and compliance obligations.
- 2. Sponsorships will be sought and granted by using broadly based, open processes that are not limited solely to invited sponsors. All sponsorship opportunities will be listed on Council's website.
- 3. A sponsorship agreement will not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially.
- 4. No sponsorship will involve an explicit endorsement of the sponsor or the sponsor's products.
- 5. Where sponsorship involves the sponsor providing a product to Bayside Council, Council will evaluate that product for its fitness for purpose against objective criteria that are relevant to needs.
- 6. No Council official will receive a personal benefit from a sponsorship.
- 7. Sponsorship proposals will be assessed against predetermined criteria published in advance and/or circulated to those that have submit an expression of interest.
- 8. All sponsorship arrangement will formalised via a sponsorship agreement.
- 9. All sponsorship arrangements will be approved by the General Manager or their designated officer.
- 10. All sponsorship arrangements will be listed in Council's annual report in a form commensurate with the significance of the sponsorship.
- 11. Council will enter into sponsorship agreements only when the benefit to Council can be clearly defined.
- 12. A risk assessment will be undertaken of each potential sponsorship arrangement to determine if any risks are posed by the arrangement and assess whether these risks are acceptable or can be managed.

While open tendering may not always be appropriate, Council should still strive to maintain an open approach to sponsorship that provides equality of opportunity to would-be sponsors and maximises the potential public benefit.

Sponsors will be selected based on the principles in this policy and pre-determined criteria.

1. Council should be willing to consider all offers of sponsorship and not just those that have been specifically targeted. All potential sponsors should have an equal opportunity to apply to participate.
2. Sponsorship may be suspended or terminated if a sponsor attempts to influence any of Council's functions.

3. Sponsorships may be in monetary form or budget relieving 'in kind'. The benefits and entitlements available to sponsors are to be determined prior to the calling of expressions of interest. This should be included in the development of the sponsorship plan and agreement.

3 Policy implementation

3.1 Policy responsibilities

The Project Leader:

- Develops the sponsorship plan, proposal, report and related documents required as part of the sponsorship process. Responsible for delivering Council's requirements under the sponsorship agreement during the execution of the project
- Responsible for liaising with the sponsors (including prospective sponsors) throughout the sponsorship process
- Reports

Head of Communications and Events:

- Policy and Procedures Owner
- Ensures communication and implementation of the Policy across the organisation
- Reports on implementation of Policy and effectiveness
- Reviews all sponsorship proposals
- Provides guidance on impact of sponsorship on Council's reputation

Coordinator Events:

- Provides technical advice and support about sponsorship across Council
- Provides assistance in completing the Sponsorship Approval form and sponsorship agreement, where necessary

General Manager:

- Approves sponsorship proposals
- Sub delegates authority to others to approve sponsorship proposals subject to any limitations considered appropriate

Directors and Managers:

- Application of Policy within their Department/Business Unit.

Manager Governance & Risk:

- Review the Policy and any procedures to ensure it meets legislative and accepted probity requirements.
- Monitors sponsorship across the organisation to ensure compliance with Policy and Procedures

3.2 Procedures

Procedures that support this policy, may be approved by the General Manager from time to time and address such issues as:

- Advertising, selection and approvals processes
- Sponsorship management
- Sponsorship Agreements

3.3 Breaches

Consequences may include business and organisational reputation implications as well as punitive provisions.

4 Document control

4.1 Review

This Policy will be reviewed within 12 months of the new term of Council.

The Manager Governance & Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

4.2 Related documents

- Council's Code of Conduct
- Council's Gifts and Benefits Policy and Procedures
- Independent Commission Against Corruption (ICAC) Guidelines to Sponsorship in the Public Sector (available at www.icac.nsw.gov.au)

4.3 Version history

Include the details of the original adoption / approval and subsequent changes. Version 1.0 is the initial adopted/approved version.

Version	Release Date	Author	Reason for Change
1.0		Mark Goddard	New document

GUIDELINES FOR EVENTS





Introduction

This document aims to improve the coordination of special events for event organisers seeking to hold events within Bayside Council and to ensure that all regulations and procedures are met in accordance with legislation whether it is a major or small event.

Community events are an important part of our lifestyle and Bayside Council welcomes and encourages community events being held to enhance the enjoyment of living and working in the Bayside Council LGA.

An event can have enormous impact on the participants and surroundings. Events can also have a significant impact on local residents and non-event participants which can generate negative publicity and cause safety concerns.

Should you require any further information regarding booking a venue within Bayside Council or further information on organising your event please contact Council's Customer Service on 9562 1666.

www.bayside.nsw.gov.au/events

Contents

APPLICATION PROCESS AND EVENT APPROVAL	3
Process.....	3
Event Application.....	3
Assessment and Timeframes.....	3
Submission Timelines.....	5
Required Documentation.....	5
Approvals Outside of Council.....	6
Submission	7
Approval.....	7
Your Responsibilities.....	7
Disclaimer	7
THINGS TO CONSIDER WHEN PLANNING AN EVENT	8
Details of Event Organiser	8
Type of Event	8
Date and Time of Event	8
Venue	8
Impact of Event.....	8
Accessible Events	9
Workplace Health and Safety.....	9
Event Risk Assessment	9
Public Liability and Other Insurance	10
Development Control.....	10
Public Consultation	10
Traffic Management and Road Closures	10

Police and Security.....	11
First Aid and Safety	11
Lost Children	11
Other Authorities.....	11
Structures and Staging	11
Power, Lighting and Water.....	12
Amusements/Rides	12
Toilets.....	13
Food Handling.....	13
Liquor Licencing	13
Fireworks.....	14
Waste Management/Recycling.....	14
Pollution.....	14
Music Licensing Requirements.....	14
Noise	15
Volunteers.....	15
GLOSSARY OF TERMS.....	16
APPLICATION FORM	17
CHECK LIST BEFORE PERMIT IS RELEASED.....	24

Application process and event approval

Process

For all event, applicants need to follow the 7 step processes outlined below for approval:

1. Event application submitted
2. Event application assessment – in principle approval, rejection or request for more information
3. Submission and review of event plan documentation
4. Payment of any fees and charges
5. Event approval
6. Event
7. Post - event inspection of site and invoice for any remediation works

Event Application

Event organisers wanting to conduct an event on land owned and/or controlled by Bayside Council need to complete an Event Application Form.

An event application may need to be submitted to the Council up to 6 months prior to the proposed date of your event – see submission timelines in this document. This will provide the event organiser with sufficient time to apply and receive approval from Council and any other relevant authorities to stage the event.

In some cases a development application (DA) may be required for events. This process can take up to 12 weeks. In most cases a DA will not be required and as such the timeframe required for approval can be minimised.

The event application form is available online or by visiting Council's Customer Service Centres.

Assessment and Timeframes

Council assesses your event and place it into one of the four categories below;

♦ Category 1 (minor)

A small activity that has low risk and low impact on the local community and/or its environment

♦ Category 2 (medium)

An activity that has low impact and medium to low risk upon the community and/or its environment

♦ Category 3 (large)

An activity that has high impact and medium to low risk upon the community and/or its environment

♦ Category 4 (major)

An event that has high impact and high risk to the community and/or its environment

Category 2, 3 and 4 events will be reviewed by Council's Event Committee.

Event Assessment Matrix – Assessment Criteria

Event Elements	Score Criteria	Factors for Consideration	Weighting
Food Available	Yes = 1 No = 0	Including free, sample & for sale	1
Service of Alcohol	Yes = 1 No = 0	Must have liquor licence, includes BYO & sales	3
Event Promoted/ Publicly Advertised	Yes = 1 No = 0	Any promotion in a public forum across any media channels	1
Additional Waste Services Required	Yes = 1 No = 0	Both Council/ External Supplier	1
Additional Toilets Required	Yes = 1 No = 0	To be advised by Council Officer	2
Require Council Utilities (water/power)	Yes = 1 No = 0		1
Security Required	High = 3 Medium = 2 Low = 1	High (Police involvement) Medium (Security company) Low (Council Rangers drive by)	2
Impact on Traffic	High = 3 Medium = 2 Low = 1	High includes road closure & detours Medium includes lane closure, increased traffic, pedestrian management	3
Parking Requirements & Impact	High = 3 Medium = 2 Low = 1 None = 0	High includes potential overflow of illegal parking into nature strips & reserves Medium includes parking signage (changes to parking), traffic cones, ranger presence Low includes congestion in existing parking area	3
Stallholder Involvement	Yes = 1 No = 0	Free stalls or stalls paying permit fee	2
Entertainment	High = 3 Medium = 2 Low = 1	High includes amusement rides or high profile performers Medium includes any performers requiring amplified noise Low non - amplified performances	2
Overall Assessment on Community Impact	High = 3 Medium = 2 Low = 1	Impact to participants and non-participants, including traffic, noise, duration of event	3
Environment Impact	Yes = 1 No = 0	Use Part 5 Environmental assessment form to consider impact	2
Total			

Event Assessment Matrix – Scoring Guidelines

Minor	Score 1 - 3
Medium Events	Score 4 - 8
Large Events	Score 9 - 15
Major Events	Score 16 and above

Expected Event Attendance – Assessment Criteria

Minor	Less than 80 (Participants and Spectators)
Medium Events	80 – 500 (Participants and Spectators)
Large Events	501 – 1000 (Participants and Spectators)
Major Events	1000+ (Participants and Spectators)

Total Score – Assessment Matrix & Expected Attendance

Minor + Minor	Minor Event
Minor + Medium	Medium
Medium + Medium	Medium
Medium + Large	Large
Large + Large	Large
Large + Major	Major
Major + Major	Major

Submissions Timelines

Your completed application form and required attachments and insurances are to be received by Council no later than:

- ♦ **Minor event** - 8 weeks prior to the event
- ♦ **Medium event** - 12 weeks prior to the event
- ♦ **Large event** - 20 weeks prior to the event
- ♦ **Major event** - 25 weeks prior to the event

The risk management plan must be submitted to Council six (6) weeks prior to the event. Failure to submit in time may result in your application being rejected.

Other relevant permits and timelines you may need to be aware of includes but is not limited to:

- road closure approvals from the Bayside Council Traffic Committee for local roads and Road and Maritime Services for RMS owned roads
- temporary food vending permits
- temporary structures and amusement devices approvals
- development applications
- temporary event liquor licences
- user paid Police and Emergency Services
- NSW Police Form One Notice of Public Assembly

Required Documentation

Event Risk Assessment

A risk assessment must be conducted prior to the event and a risk management plan prepared in accordance with the Australian Standard AS/NZS 4360:2004. The risk management plan should identify all risks associated with conducting the event, consequences of the identified risks, propose a treatment and a responsible officer. Risks to consider include: crowd management, venue, proposed activities, staff, natural events, security, and equipment use. A template is available if required.

Insurance

Council will require a copy of the event organiser's public liability insurance to a minimum value of \$20 million. The policy must note Council as an 'interested party' on the policy. Personal accident insurance may also be required. This may cover volunteers and community committee and charity organisations. In some instances special insurance may need to be taken out for equipment with specific risks. Insurance against theft, fire and other damages is also recommended. It is the responsibility of the event organiser to ensure that all hired contractors have appropriate workers' compensation insurance and qualifications to undertake works. (A list of contractors/sub contractors must be provided to Council when requested.)

Police approval

Event organisers are responsible under the Summary Offences Act 1988 and the Summary Offences (General) Regulation 1995, to notify the Commissioner of Police of the intention to hold a public assembly. Event organisers must complete a Notice of Intention to Hold Public Assembly and forward it to the appropriate local Police station.

http://www.police.nsw.gov.au/___data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

D/A Approval

Some events may fall within the Exempt or Complying Development guidelines and will not require development consent to be obtained. Organisers wanting to conduct an event on land are referred to the State Environmental Planning Policy (Exempt and Complying Developments) 2008:

<http://www.legislation.nsw.gov.au/#/view/EPI/2008/572>.

Should the proposed event not satisfy the relevant provisions contained therein, a Development Application (DA) shall be submitted for Council consideration. You are referred to Council's Development Application form and Development Application Lodgement Checklist, located at <http://www.bayside.nsw.gov.au/guides/DALodgement> and advised to contact a Development Advisory Services Officer on 1300 581 299 for further information. Application fees, based on the estimated cost of works for the proposed event, are payable at the time of lodgement in accordance with the endorsed Fees and Charges.

Waste management/environmental impact assessment

Category 3 and 4 event organisers are required to submit a waste management plan to Council four (4) weeks prior to the event. In addition, Council will encourage all event organisers to use recycled products. Council is able to assist with the provision of bins and recycling facilities (fees apply). Appropriate signage for recyclable materials and bins, bin quantities, placement of bins and bin emptying and storage should be included in the plan. The number of bins required and positioning of bins should be considered in your plan.

Resource NSW has developed a website 7 Steps to a Waste Wise Event.

www.wastewiseevents.resource.nsw.gov.au

Traffic Management Plan (if applicable)

If your event will have an impact on traffic you may be required to prepare and submit a Traffic Management Plan to Council. The local Traffic Committee meets on the second Wednesday of each month. For minor events such as a local street festival, a traffic management plan must be submitted to Council three (3) months prior to the event. For major events, a traffic management plan must be submitted six (6) months prior to the event.

http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf

Pyrotechnics/ fireworks permit (if applicable)

Event organisers must obtain a Pyrotechnician or fireworks (single use) licence, issued by Safework NSW. Notification must also be made to authorities (Fire Brigade, Council, Department of Civil Aviation).

<http://www.safework.nsw.gov.au/licences-and-registrations/licences/explosives-and-fireworks-licences/fireworks>

Approvals Outside of Council

Your event may need additional approvals not noted above, these may include (but not limited to) those listed below:

Temporary event liquor licences (Office of Liquor Gaming and Racing)

<http://www.liquorandgaming.nsw.gov.au/>

Road occupancy licence, special event clearways (Roads and Maritime Services)

<http://www.rms.nsw.gov.au/business-industry/road-occupancy-licence/index.html>

User pays Police (NSW Police)

http://www.police.nsw.gov.au/services/user_charges_user_pays_police_services

NSW Ambulance Service

http://www.ambulance.nsw.gov.au/Media/docs/User%20Charges_SOP_250116_V7-9c87b65d-8b8c-4438-9169-13bde1178b2e-0.pdf

Submission

Submit your application to:

Bayside Council

Address: PO Box 21, Rockdale 2216

Email: events@bayside.nsw.gov.au

For more information call: 1300 581 299

Approval

Once all necessary applications and documentation have been approved and fees paid, the event organiser will be issued a permit and must comply with any conditions of approval.

Your Responsibilities

An event organiser is defined as a legal entity responsible for the event, that is, the entity who has taken out public liability insurance for the event. In most cases, this would be the director(s) of the organisation/company holding the event. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

It is your responsibility to provide as much information as possible on the application form. Deliberate or accidental omission of information may result in all or part of your event not being approved, or delay the approval process.

All event organisers have a duty of care to provide for a safe event.

It is the Event Organisers responsibility to ensure that all regulations, including but not limited to Australian Standards, Disability Discrimination Act and the Workplace Health and Safety legislation, are met, and that all licences and approvals are obtained before the event commences.

Disclaimer

These guidelines have been prepared by Bayside Council as a guide only to assist you and your event. Council makes no warranty, express or implied, as to the accuracy or completeness of any information. Whilst Council endeavours to ensure that the information provided in this document is accurate and complete, it does not guarantee that the information is current, complete or correct and accepts no responsibility in these respects. Council does not accept liability for errors, through negligence or for any other reason whatsoever.

- ◆ All information provided in this document is governed by the laws of the State of New South Wales, Australia.
- ◆ Council does not provide any additional infrastructure or equipment.
- ◆ Council does not cover any fees or charges due to external agencies.
- ◆ Approval of the Event Application does not imply Council support for your organisation.

THINGS TO CONSIDER WHEN PLANNING AN EVENT

Details of Event Organiser

Details of the event organiser must be provided on the Council application form. Depending on the nature of the event, Council will release these details to other relevant authorities, for example, the Police and Roads and Maritime Services (RMS).

Type of Event

Event organisers need to advise Council of the type of event they are planning as different events will require different planning and support. For example, a parade will require a road closure, road assembly point, survey of route, disassembly area, traffic management, emergency management and carriageways for access. Planning for a concert will need to address issues such as noise, crowd control and security.

Date and Time of Event

It is advised to check that the date does not conflict with other events which may impact on the event. This may include smaller activities (such as weddings/church services), sporting activities, and religious and public holidays.

All times should be included in your application including the actual time of event, road closure and opening times and bump in (set up) and bump out (pack up) times. When deciding what time to host the event, consider school hours, peak traffic times, sunrise/sunset, lighting requirements and purpose of the event.

Venue

Select a site that is suitable for the event. Anticipated number of patrons, proximity to public transport, parking, amenities, accessibility, seating capacity, water and electricity supply should all be taken into consideration. Check the availability of the venue with the venue owner including time before and after the event for set up and pack up.

Consideration should also be given to the impact of the event on the surrounding area in terms of noise, increased traffic, parking, and impact on residents or businesses.

A detailed site plan is required and should detail all facilities which are to be located on the site for the duration of the event. These facilities include emergency vehicle access, entrances, exits, stage/s, stalls, first aid point, toilets, generators, bin stations and amusements. For events occurring on public roads, the site map must also show the proposed road closures and must include a four-metre wide emergency access lane (which must remain free of built structures for the duration of the event).

It is recommended you ring Council prior to starting your application to check the availability of venue.

Impact of Event

Consideration should be given to local residents, the impact on businesses and impact on the community. Social, economic, tourism and political issues can all have impact.

Significant impact on the environment E.g. : a bonfire, may require formal approval and licences from the Department of Environment and Conservation and must comply with the Protection of the Environment Operations Act, 1997.

The Police, Department of Environment and Climate Change (DECC) and Council have enforcement powers in relation to events which may be life threatening hazards or threat to public health and safety, fire safety and evacuation of premises.

Letter box drops are required if the event is going to have an impact on residents by:

- ◆ Crowding a location/venue
- ◆ Affecting parking
- ◆ Require road closure in a residential area or
- ◆ Generate noise

Letter box drops should be done at least three weeks prior to the event

Accessible Events

Event organisers have an obligation under the Disability Discrimination Act 1992, to provide access to facilities, environments and precincts. Groups that need to be considered include:

- ◆ Seniors;
- ◆ People with Disabilities;
- ◆ People from Overseas and from Non - English Speaking Countries; and
- ◆ Parents with children.

There are three dimensions to access

◆ Physical

- wheelchair or walking aids
- ramps and lifts, hand rails, circulation space, lower counters etc.

◆ Sensory

- hearing or sight disabilities
- tactile surfaces, audio cues for lifts and street crossing
- signs and labels, hearing augmentation-listening systems etc.
- TTY phones, non - verbal signs
- alternate media - Braille, tape, computer disk, plain English etc.

◆ Communication

- people who have difficulty with the written word, vision, hearing/speech impairment or are from other cultures

Workplace Health and Safety

An event site is classed as a work place, therefore risk management and the health and safety must be addressed under the Workplace Health and Safety act 2011. SafeWork New South Wales is the appropriate authority and additional information can be found at www.safework.nsw.gov.au.

Event organisers have an obligation to identify hazards, provide training and supervision and assess risks. If using volunteers, event organisers should ensure that they are adequately trained and that they are provided with access to refreshment facilities and appropriate equipment and clothing.

All works conducted by either the event organisers or by contractors on behalf of the event organisers must be carried out according to Australian Standards.

Event Risk Assessment

A risk assessment must be conducted prior to the event and a risk management plan prepared in accordance with the Australian Standard AS/NZS 4360:2400. The risk management plan should identify all risks associated with conducting the event, consequences of the identified risks, propose a treatment and a responsible officer. Risks to consider include: crowd management, venue, proposed activities, staff, natural events, security, and equipment use.

The risk management plan should also consider the latest information provided by the Australian Government National Security. The crowd places risk assessment should also be completed and forwarded to the Local Police Command with a copy of the NSW Police Form One as described in this document.

<https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx>

The risk management plan must be submitted to Council six (6) weeks prior to the event. A template is available if required.

Should an accident, injury, loss of property or damage arise from a community event, the organiser is to notify Council's Coordinator Risk Management within seven (7) days of the incident.

Development Control

Some events may fall within the Exempt or Complying Development guidelines and will not require development consent to be obtained. Organisers wanting to conduct an event on land are referred to the State Environmental Planning Policy (Exempt and Complying Developments) 2008: <http://www.legislation.nsw.gov.au/#/view/EPI/2008/572>.

Should the proposed event not satisfy the relevant provisions contained therein, a Development Application (DA) shall be submitted for Council consideration. You are referred to Council's Development Application form and Development Application Lodgement Checklist, located at <http://www.bayside.nsw.gov.au/guides/DALodgement>, and advised to contact a Development Advisory Services Officer on 1300 581 299 for further information. Application fees, based on the estimated cost of works for the proposed event, are payable at the time of lodgement in accordance with the endorsed Fees and Charges.

Calculating total floor area of tents, marquees and booths. Width x depth x quantity

Example:

Purpose	Structure type	Size	Quantity	Floor Area (msq)
Food stalls	Marquee	3x3	10	90
Activities	Marquee	6x3	6	108
Event support (first aid, change room, control room)	Marquee	4x4	3	48
Merchandise stalls	Fete stalls	2.4x2.4	6	34.5
Total Floor area				280.5

Public Consultation

Depending on the type of event and the venue, event organisers may be required to consult local businesses, residents and other community organisations affected by the event. Council may require that the results of the public consultation be submitted to Council prior to approving the event.

If a development application is required, Council will prescribe how affected residents are to be notified. At least three (3) months' notice should be provided to enable the development application process to be undertaken.

Traffic Management and Road Closures

Depending on the size of your event, it may impact on traffic. This may include events held in parks. A Traffic Management Plan is required for approval by the local traffic committee through Council. Representatives from Council, RMS, State Transit Authority and Police meet monthly to discuss traffic matters including approval for upcoming events.

The RMS has developed four (4) Classes of special events from major impacts on traffic to no impact on traffic.

The traffic management plan will require contact numbers, date, venue, route, site plan, road closure times and reopening, emergency lanes, clear ways, placement of variable message signs, barricades, fencing, signage, notification to residents, notification to authorities, parking, proposed alternative traffic routes and special event clear ways. The plan should also consider access to the event site for emergency vehicles. The use of special event clearways will also need to be addressed.

The RMS has produced a *Guide to Traffic and Transport Management for Special Events* and it is available at:

http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf

Certified traffic controllers are required to implement traffic management plans.

Depending on the type of event, a copy of written approval from the RMS and Police and State Transit Authority may be required by Council before the permit will be issued to the organisers.

Police and Security

The NSW Police are a major stakeholder if planning a major event and must be consulted early in the event planning cycle. Event organisers are responsible under the Summary Offences Act 1988 and the Summary Offences (General) Regulation 1995, to notify the Commissioner of Police of the intention to hold a public assembly and forward it to the appropriate local police station.

Event organisers are responsible for arranging security for the protection of property, patrons and officials. The quantity and type of security required will vary depending on the individual event.

Security must be undertaken by licenced operators and staff.

First Aid and Safety

Event organisers should provide first aid facilities through the use of qualified first aid providers on-site. If the event involves water-based activities then the services of qualified aquatic personnel may be required. All event staff, patrons and emergency services involved with the event should be aware of the location of first aid facilities which should also be sign posted and marked on site maps.

Basic fire control items, such as appropriate extinguishers, should be available on site and in every food stall.

Lost Children

Large events or ones that are likely to attract families should have a lost children's policy, detailing where lost children are to be taken, who will be responsible for them and how lost children announcements will be made.

Other Authorities

Depending on the size and type of event notification approval may be required from other authorities. These may include: Sydney Waterways, Water Police, Coast Guard, Surf Life Saving Association, Sydney Airport Corporation, SafeWork, NSW Maritime, Transport for NSW, Local Hospital/s, NSW Fire Brigade and NSW Ambulance.

Structures and Staging

Approval for constructing a temporary structure for your event may be required by Council.

Stage placement will need to be considered in regards to phase power supply, access, type of entertainers, lighting, time to erect and dismantle. In the event of inclement weather, the stage will need to be adequately covered to protect equipment/power cabling. Staging and structures will need to comply with their relevant standards.

Power, Lighting and Water

Power and lighting for staging, stalls, equipment and other areas should be taken into consideration. Electrical cabling and safety of pedestrians must be considered. Safety Standards as per SafeWork New South Wales must be adhered to in the installation of power supply. A licenced electrician must be used for installing power supply to ensure safety regulations are adhered to. If a generator is required on-site, consideration should be given to where it is placed in respect to noise, access, fumes and health of workers.

Water may be available at certain locations. Please check with Council for availability and permission to use.

Amusements/Rides

Council must not grant an application for an approval to install or operate an amusement device unless it is satisfied that the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and not dangerous because of its slope or irregularity or for any other reason.

Schedule 5 of the WHS Regulations requires that amusement devices classified by Section 2.1 of AS 3533.1-2009 Amusement rides and devices - Design and construction be design and item registered.

The ride must be erected in accordance with all conditions (if any) relating to its erection set out in the current certificate of registration issued for the device under the WHS Regulation

If you are hiring an amusement device you should check:

- ◆ it is suitable for its intended use
- ◆ the inspections and maintenance records are up-to-date in the log book

- ♦ the supplier has public liability insurance (\$20,000,000 per incident), and
- ♦ the supplier provides information about its registration, proper use, transporting, handling, setting-up inspection, routine maintenance and dismantling.

<https://www.safeworkaustralia.gov.au/system/files/documents/1705/amusement-devices-general-guide-v3.pdf>

Council reserves the right to inspect any equipment erected on Council-owned or managed land. A development application may be required by Council for approval on council land.

Toilets

The following tables should be used as a guide only for events of one day or more.

Toilet facilities for events where alcohol is not available					
MALES			FEMALES		
Patrons	WC	Urinals	Hand basin	WC	Hand basin
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6

Toilet facilities for events where alcohol is available					
MALES			FEMALES		
Patrons	WC	Urinals	Hand basin	WC	Hand basin
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

Reducing toilet facilities for shorter duration events	
Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
6 hrs or less	75%

At least one unisex toilet for patrons with a disability at each group of toilet facilities. Events of one or two hours with no food or drink may require fewer facilities.

Food Handling

New South Wales regulations must be met in regards to catering, food handling and temporary food stalls. Information regarding food safety standards appropriate to the event can be obtained from Council's Environmental Officers or from the Food Authority NSW.

http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf

Event organisers must provide Council's Environment Health Officers with a list of food stall holders (including name, address and contact telephone number) at least three (3) weeks prior to an event. Council is authorised to carry out inspection of foods being sold at an event and a food inspection fee applies.

Event organisers need to remember that if the event site is close to cafes and restaurants, the business owners must apply to Council for an outdoor dining licence if they do not currently hold one.

Drinking water should be available to attendees/staff.

Liquor Licencing

The NSW Office of Liquor, Gaming and Racing is the organisation responsible for issuing liquor licences. If any type of alcohol beverage is going to be consumed or sold on the premises during an event a liquor licence may be required through the NSW Office of Liquor, Gaming and Racing. Further information can be obtained through the NSW Office of Liquor, Gaming and Racing found at:

<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-i-need.aspx>

Fireworks

If fireworks are proposed as part of the event, event organisers must use a licenced Pyrotechnician or obtain a fireworks (single use) licence, issued by SafeWork NSW by way of the Explosives Regulation 2005. To find out more about a fireworks permit contact SafeWork NSW.

<http://www.safework.nsw.gov.au/licences-and-registrations/notifications-and-permits/fireworks-displays-notifications>

Notification must also be made to authorities such as Fire and Rescue NSW, Civil Aviation Safety Authority, to residents and to any other persons or organisations as stated on your fireworks licence. In the case of a total fire ban, you must contact Fire and Rescue on the day of display to and get written approval to proceed.

Waste Management/Recycling

Event organisers are required to submit a waste management plan to Council four (4) weeks prior to the event. In addition, Council will encourage all event organisers to use recycled products. Council is able to assist with the provision of bins and recycling facilities.

Appropriate signage for recyclable materials and bins, bin quantities, placement of bins and bin emptying and storage should be included in the plan. The number of bins required and positioning of bins should be considered in your plan.

If the event involves a road closure, then sufficient time to clean the street must be arranged prior to reopening a road.

Calculate the number of bin stations required. As a guide expect 1 litre of waste per person per meal. This may vary with the type of event depending on catering, alcohol availability and waste minimisation strategies used.

Example (guide only): 3,000 x 1 meal time = 3,000 litres of estimated waste Divide 3,000 by 240 (a standard wheelie bin is 240 litres) = 12.5, so you will need approximately 12 bins, 6 x general waste and 6 x recycling

Numbers will vary depending on if you are emptying the bins throughout the day or collecting until the end of the event. It will also vary on your participant's willingness to recycle and waste reduction strategies.

The Waste Wise Event guide can be found at:

<http://www.epa.nsw.gov.au/resources/warrlocal/070056-waste-wise-events.pdf>

The Protection of the Environment Operations Act, 1997 prohibits the pollution of storm water systems. For example disposing of waste cooking oil into the storm water drains is an offence. Failure to minimise the emission of odours, smoke or other emissions to the air is also an offence.

Music Licensing Requirements

Under the Australian Copyright Act, songwriters, composers and music publishers have a number of rights that allow them to control how and when their music is used and to negotiate payment for this use. These include:

- ◆ The right to perform music in public, (e.g. by playing a CD, radio, TV or by a live performance);
- ◆ The right to communicate music to the public, (e.g. a radio or television broadcast, via music on hold system or to make available for download); and
- ◆ The right to reproduce music (eg on a CD or in a television program).

Both the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia Limited (PPCA) issue licenses for music performance. Additional information can be found at: www.apra.com.au or www.pcca.com.au

Noise

Under the Protection of the Environment Operations Act, 1997 it is an offence to emit offensive noise in a public place. Public address (PA) systems are often considered offensive if used inappropriately therefore it is advised to ensure doing sound checks so sound level and speaker positioning are taken into account.

The Act is also relevant to motor vehicle races, helicopter arrivals, open air concerts with amplification and having a crowd greater than 10,000, and any shooting competitions.

Council has the option to issue a Noise Control Notice which places restrictions on the times of use of a PA.

If the event causes noise complaints and is considered offensive the authorised Officers of Council, the DECC or the Police may issue a verbal noise abatement direction on the spot. Failure to comply with the direction of an authorised officer can result in a penalty.

If the event is likely to cause noise impact, a licence would usually be required subject to various exemptions. Conditions may apply to noise, water or air pollution prevention. Fees are charged by the DECC for licences and approvals.

Volunteers

Volunteers provide event organisers with access to personnel to assist with many aspects of an event. In addition, the State Emergency Services and community organisations such as Lions Club/Rotary may have trained staff which can be approached. It is the responsibility of the event organisers to ensure that all are properly trained and briefed on an event to enable them to do their tasks appropriately. Volunteers should be readily identifiable at an event through the provision of a uniform, shirt, cap or identity badge.

Under the Workplace Health and Safety Regulations volunteers must be treated as you would paid employees in regards to health and safety.

The Volunteer Association may be able to assist with appropriate staff for your event.

In some circumstances, volunteers and all event staff will need to comply with the NSW Children's Protection Act. The Office of the Children's Guardian is responsible for administering the Act and further information can be found at:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

GLOSSARY OF TERMS

Bump In (Set up)

The process of setting up an event site with the structures and facilities that will be needed/used throughout the duration of the event eg: Bringing in barricades, fete stalls, staging equipment, portable toilets etc.

Bump Out (Clean up)

The process of removing structures and facilities from an event site to return it to the condition it was originally in.

Duty of Care

A fundamental legal principal is that of taking all reasonable care to avoid acts or omissions that could injure a 'neighbour'.

Event Organiser/s

The individuals or organisations with the overall responsibility of planning and holding the event.

Permit

Formal written permission issued by Council to event organisers to hold an approved event on Council -owned or managed property.

Risk Assessment

A measure of the probability and consequence of not achieving a defined event goal.

Risk Management

A logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise opportunities.

Special Event

Specific rituals, presentations, performances or celebrations that are consciously planned and created to mark special occasions or to achieve particular social, cultural, or corporate goals and objectives.

Stakeholder

Anyone that is involved in the event, including authorities (Council, Police, RMS) sponsors and community organisations, local businesses and residents, and spectators. All stakeholders are to be considered when organising an event.

Traffic Management Committee

A committee of government and private sector representatives who assess traffic management plans for events. For Council this consists of Council, RTA, St George Cabs, State Transit Authority and Police.

Traffic Management Plan

A document which systematically details the impact of an event on local traffic and details road closures, signage, bus and taxi diversions.

User Pays

Payment by an event organiser where an authorised body (Police/RMS) deems that the services provided are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.

www.bayside.nsw.gov.au/events

